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North Georgia College

Dahlonega, Georgia

North Georgia College

FOUNDED 1873

**NINETY-SEVENTH
BULLETIN ISSUE**

SERIES 38 JULY, 1971 NO. 1

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by North Georgia College**

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CALENDAR 1971-72

FALL QUARTER, 1971

September 13	Faculty Meeting
September 19	Freshmen Report
September 20-22	Freshman Orientation
September 23	Registration of all Students
September 24	Classwork Begins
September 30	Final date for Changing Class Schedule
October 19	Faculty Meeting
October 21	Final Date for Withdrawing from Classes
October 29	Mid-term Grade Period Ends
November 25-28	Thanksgiving Recess
December 14-17	Fall Quarter Examinations
December 17	Christmas Vacation Begins

WINTER QUARTER, 1972

January 3	Registration
January 4	Classwork Begins
January 10	Final Date for Changing Class Schedule
January 31	Final Date for Withdrawing from Classes
February 4	Mid-term Grade Period Ends
February 8	Faculty Meeting
March 14-17	Winter Quarter Examinations
March 17	Spring Recess

SPRING QUARTER, 1972

March 22	Registration
March 23	Classwork Begins
March 29	Final Date for Changing Class Schedule
April 18	Faculty Meeting
April 19	Final Date for Withdrawing from Classes
April 28	Mid-term Grade Period Ends
May 5	Honors Night
May 6-7	Parents-Alumni Day
May 28	Commencement and Commissioning Day
May 29-June 1	Spring Quarter Examinations

SUMMER QUARTER, 1972

June 4	Freshmen Report
June 5-6	Freshman Orientation
June 7	Registration
June 8	Classwork Begins
June 14	Final Date for Changing Class Schedule
July 1-4	Independence Day Recess
July 5	Final Date for Withdrawing from Classes
August 17-19	Summer Quarter Examinations
August 19	Summer Recess Begins

FALL QUARTER, 1972

September 24	Freshmen Report
September 28	Registration of All Students

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WHERE TO ADDRESS CORRESPONDENCE

TO THE OFFICE OF THE PRESIDENT on matters of general policy.

TO THE OFFICE OF THE DEAN concerning scholastic progress, the various educational programs, change of course, etc.

TO THE DEAN OF STUDENTS on all matters pertaining to the overall general welfare or students.

TO THE DEAN OF WOMEN on all matters pertaining specifically to women students.

TO THE COMMANDANT AND PROFESSOR OF MILITARY SCIENCE on questions about military programs, ROTC matters, Corps Regulations, leaves of absence, and Cadet unit and dormitory assignments.

TO THE DIRECTOR OF ADMISSIONS for questions about admission and requests for catalogs, application blanks, and other information.

TO THE COMPTROLLER on matters related to the business interests of the College, payment of fees, etc.

TO THE DIRECTOR OF STUDENT AID on matters pertaining to loans, scholarships, on-campus work, etc.

How to Contact a Cadet or Coed by Telephone

A cadet may normally be reached at his residence hall by telephone (see telephone numbers below). A cadet may also be reached through the Commandant's Office, which has someone on duty twenty-four hours a day while the college is in session.

A coed may be reached at her residence hall telephone or through the Office of the Dean of Women.

COMMANDANT'S OFFICE, 864-3392

Gaillard Hall	First Floor.....	864-9981, Company A
Gaillard Hall	First Floor.....	864-9906, Company A
Gaillard Hall	Second Floor.....	864-9936, Company B
Gaillard Hall	Third Floor.....	864-9997, Band Company
Gaillard Hall	Third Floor.....	864-9973, Band Company
Sirmons Hall	First Floor.....	864-9908, Company E
Sirmons Hall	Second Floor.....	864-9993, Company F
Sirmons Hall	Third Floor.....	864-9942, Company G

DEAN OF WOMEN'S OFFICE, 864-3391, EXT. 59
WOMEN'S RESIDENCE HALLS

Barnes Hall	864-9903
Barnes Hall	864-9931
Lewis Hall	864-9905
Lewis Hall	864-9907
Lewis Hall	864-9958
Lewis Hall Annex	864-9910
Lewis Hall Annex	864-9952
Sanford Hall	864-9904
Sanford Hall	864-9911





North Georgia College

GENERAL INFORMATION

HISTORY

North Georgia College was founded in 1873 as a liberal arts college for men and women. It is a state supported senior unit of the University System of Georgia under the direction of the State Board of Regents. It is located in Dahlonega, Georgia, on the site of the original U.S. Government Gold Mint. Dahlonega, a town of about 3,000 people, is located in the foothills of the Blue Ridge Mountains—70 miles and 1 1/2 hours north of Atlanta via U.S. 19, or I-85 and Georgia 60 through Gainesville.

SIZE

The student enrollment at North Georgia College is approximately 1,200; placing it in the medium size range. There are about equal numbers of men and women with 80% of the students living in dormitories. The college is small enough for the individual to stand apart and be identified by the faculty and other students, yet with enough size to make varied and diversified programs possible. Being a state school, the majority of the students have graduated from Georgia high schools, but graduates from many different high schools from across the nation and around the world are also enrolled.

PURPOSE

The principal purpose of the North Georgia College is to provide an appropriate liberal arts and scientific educational program for all its students, while developing in its young men, through a sound military program, the competencies needed for successful military careers. It further recognizes that the vocational and professional needs of its students are best served on the senior-college level through specialized programs of study built around a well-developed, general education program.

ACADEMIC PROGRAMS

North Georgia College offers a varied program of studies leading to the A.B., B.S., or B.B.A. Degree. Prior to specializing for the Degree, North Georgia provides a two year basic curriculum in liberal arts. This generalized program includes mathematics, English, history, social sciences, modern languages, sciences, and physical education.

Major fields of concentration offered are:

Biology

History

***Business Administration**

Chemistry

Education

Elementary

Junior High

Secondary**

English

French

Home Economics

Mathematics

Physical Education

Physics

Political Science

Psychology

Sociology

Pre-professional training is offered in several fields including

Dentistry

Dental Hygiene

Journalism

Law

Medicine

Medical Records

Medical Technology

Pharmacy

Physical Therapy

Radiology

Veterinary Medicine

*Concentrations in Accounting, Economics, Management, and Secretarial Studies.

**Teaching fields in Biology, Business Education, Chemistry, English, French, History, Mathematics, Physics, Political Science, and Sociology.

THE MILITARY PROGRAM

From the time of its founding in 1873 North Georgia College has been a Military College dedicated to these propositions:

a. The freedom and security which each of us as citizens of the United States enjoys can continue only so long as our country remains secure and prosperous.

b. With the rights and privileges of citizenship each individual assumes certain responsibilities. Among these is an obligation to serve in the defense of the United States.

c. Our national security demands the support of a strong, dedicated military establishment which, in turn, requires a continuing source of officers who have the intellectual, moral and physical attributes to perform effectively and successfully in a wide variety of leadership, management and administrative positions.

North Georgia College is one of five senior colleges in the United States designated as a military college (MC) by the Department of the Army. The college requires that all male, resident students become members of its Corps of Cadets and that they participate in the Army ROTC program sponsored by the College. This program consists of a two-year basic program and a two-year advanced program prescribed by the Army.

Students accepted for the advanced program at the beginning of the junior year are placed on contract and are paid a subsistence and uniform allowance, attend a six-weeks summer camp between the junior and senior year, and are commissioned as 2nd Lieutenants upon graduation. Non-contract cadets take the advanced program and receive college credit but are not commissioned upon graduation. All cadets wear a modified regular army uniform and live under the Cadet Corps regulations.

Participation in the College's military program is optional for those male students who are recognized as commuters. A "commuter" is generally defined as a student who lives with his own family or with close relatives. Specific provisions concerning designation as a commuter are detailed on page 21, *Boarding Student Defined*.

ACCEPTANCE OF TRANSFER STUDENTS INTO ROTC

Juniors transferring from colleges or universities which do not offer an ROTC program will receive credit for freshman (MS-I) and sophomore (MS-II) military science provided they successfully complete a six-week military camp conducted by the Department of the Army for this purpose.

Those who transfer to North Georgia College with senior class rank without credit in Basic Military Science may be excused from ROTC classroom work.

ACCEPTANCE OF STUDENTS WITH PRIOR MILITARY SERVICE

Students with prior military service are admitted as regular students, provided the regular admission requirements are fulfilled.

Prior military service students with a minimum of twelve months of active duty in the armed services and an honorable discharge, upon written request at the beginning of a college year or at the time of their enrollment, may be excused from ROTC classroom instruction. However, all prior service personnel now entering, except those specifically excused by the college, together with all other ROTC students, are assigned to a rifle company or the band and are required to participate in the ceremonies, formations, and activities of the Corps, to include required drill. Students who drill but do not attend ROTC classes in Military Science are given one quarter hour of college credit per quarter.

Those who have not had the opportunity to meet the specific entrance requirements but who, by virtue of experience and maturity, may be able to profit by college life may be admitted as Special Students.

CO-EDUCATION

From its founding North Georgia College has been co-educational. Its women are not, of course, directly involved in the military program, but constitute approximately one half of the total student enrollment.

THE COLLEGE YEAR

In order to make its facilities available during as much of the calendar year as possible, North Georgia College operates on a four-quarter system (Fall, Winter, Spring, and Summer). The summer quarter differs from the others only in the nature of the work offered, taking into account the needs of teachers in service and others who need specialized work. Freshmen may enter any quarter. Almost all required freshman and sophomore subjects are offered every quarter.

UNIVERSITY SYSTEM OF GEORGIA

All state-supported institutions of higher learning in Georgia were combined into the greater University System of Georgia by legislative enactment at the regular session of the General Assembly in 1931. Under the articles of the Act, all existent boards of trustees were abolished and control of the System was vested in a board of regents with all the powers and rights of the former governing boards of the several institutions. Control of the System by the Board of Regents became effective January 1, 1932.

On January 18, 1950, the Board of Regents reaffirmed the position of North Georgia College as a senior unit of the University System by passing a resolution which reads in part as follows: *"The North Georgia College at Dahlonega shall be continued as a college of arts and sciences at the bachelor's level and as the one institution in the Georgia System distinguished by its essentially military organization for men."*

North Georgia College, as a senior member of the University System of Georgia, is a fully accredited member of the Association of American Colleges, the Association of Military Colleges and Schools, the Southern Association of Colleges, and the Association of Georgia Colleges. Its work in the field of education is recognized and accredited by the Georgia State Department of Education. The quality of the training offered in all departments has long enjoyed national recognition. A significant number of its graduates attend graduate and professional schools; and just as significantly, perhaps, is the fact that many of its military graduates, as they move into active service, go to military graduate school.

HEALTH SERVICE

Every measure is taken to insure good student health. The College provides for its dormitory students the services of a physician and full-time registered nurses for cases of usual or minor illness. This service includes necessary ambulance service for recumbent patients to the hospital within the state designated by the college physician. The college assumes no responsibility, however, for injuries received in voluntary or required activities, and neither does it assume responsibility for the cost of prescriptions, of necessary special nurses, for consultation and hospital expense

in the more serious cases of illness and accident, nor for special X-ray work or surgery of any kind, nor for the health of students who do not abide by regulations of the Infirmary, or the instructions of the college physician.

Students not living in College dormitories do not qualify for infirmary service.

PHYSICAL EXAMINATION

Before a student is admitted to North Georgia College he must take a physical examination. The family physician will make a report on a form supplied by the college.

As a precaution, students will be given such vaccinations and chest X-rays as authorized by the college physician.

PHYSICAL EDUCATION AND ATHLETICS

The college considers physical fitness so vital to a completely satisfactory college life that provisions are made to include the maximum number of students in the maximum number of activities throughout the entire year. First of all, the ROTC program demands constant physical activity. There is an expanding program of intercollegiate sports. Company competition in a wide spectrum of sports is keen, and the college prides itself on having a preponderant proportion of the students engaged in the intramural sports programs.

All freshman and sophomore men and women take regular work in physical education; this work is supplemented for the women by such competitive sports as archery, table tennis, shuffleboard, basketball, softball, volleyball, and hockey. This P.E. program calls for two scheduled periods a week by all regular students, and work is conducted by the Head of the Department of Physical Education and his assistants.

SOCIAL LIFE

The organization of the men into military companies and the presence of young ladies make a broad and effective social life possible. Many clubs and organizations of a social and professional nature provide opportunities for even more diverse social activities.

THE STUDENT CENTER

The \$1.4 million Student Center, which opened in 1970, houses areas designed for many different kinds of activities. A little theatre, housed in one wing of the building, offers an outstanding theatrical facility for drama, music, and public affairs. A new cafeteria and canteen complex provides feeding and snack facilities. The activity area contains a bowling alley, billiard tables, and other facilities that are available to students. Offices

for campus publications and meeting areas for other campus organizations are provided. Lounge areas and TV rooms provide ample space for leisure and social activities.

CHURCH SERVICES

As a part of its long tradition, North Georgia College continues to take the position that all students should continue their identification with the church of their choice as a vital facet of the total educational experience.

Students also have the opportunity to participate in such organizations as the NGC Student Christian Union, the Baptist Student Union, the Newman Club, the Wesley Foundation, and the Westminster Fellowship, which are supported by local churches.

Every year a special week is designated as Spiritual Emphasis Week during which time all activities of the college focus on revitalizing the spirit of man and underlining the true nature of what is meant by a sound and well-rounded education.



REGULATIONS GOVERNING ADMISSION

A person who wishes to enroll as a student at North Georgia College should file an application form which can be secured from the Director of Admissions of the institution. This form should be completed and sent to the college at least twenty (20) days prior to the beginning of the quarter for which the application is made.

This application form, along with the medical form and the high school transcript, should be returned to the Director of Admissions. The applicant is also required to complete the Scholastic Aptitude Tests (SAT) given by the College Entrance Examination Board and have his test scores sent to the college. Information regarding this test may be secured from high school counselors, any unit of the University System of Georgia, or from the College Entrance Examination Board, Post Office Box 592, Princeton, New Jersey. The applicant should have his high school counselor supply a transcript of his record. Students transferring from other colleges or universities should arrange with the Registrar to forward transcripts of credit earned.

An application for admission to the college will be considered when all of the information described above has been assembled.

The college reserves the right to refuse applicants when it appears that the number of students already accepted will fill the college to its capacity.

REQUIREMENTS AND CONDITIONS TO BE MET BY APPLICANT

1. The applicant must be at least sixteen years old on or before the registration date. He must be of good moral character.
2. The applicant must show that he meets at least one of the following conditions:
 - (a) That he is a graduate of an accredited high school or a high school that is approved by the college and that he has completed the work specified in Section 3 below.
 - (b) That he has passed satisfactory entrance examinations prescribed by the college.
3. A required minimum of sixteen units of high school work must be completed and must include:

Specific Requirements:

(a) English	4
Algebra and/or Geometry	2
Social Studies	2
Science	2

- (b) In addition to the ten (10) units specifically required above, an additional four (4) units must be successfully completed within one or more of the following fields: English, Mathematics, Social Studies, Science, Foreign Languages.
- (c) Two additional units from any field may be presented to bring the total up to the required minimum of sixteen (16) high school units.

The College reserves the right to refuse to accept any or all of the credits from any high school or other institution, notwithstanding its accredited status, when it is determined through investigation or otherwise that the quality of instruction at such high school or other institution is for any reason deficient or unsatisfactory.

Students who have been unable to schedule required courses should write to the Director of Admissions for information on ways of making up credit deficiencies.

- 4. The applicant must be in good physical condition, determined as a result of the physical examination administered by the applicant's family physician. The report of the physical examination is submitted on forms supplied by the Director of Admissions.
- 5. A \$10.00 application fee is charged students applying to the college for the first time. This fee is not refundable and does not apply toward other college fees. After a student is accepted for

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BUSINESS REPLY CARD

FIRST CLASS PERMIT NO. 2, SEC. 34.9 P. L. & R., DAHLONEGA, GA.

Mr. Charles Yager
Director of Admissions
North Georgia College
Dahlonega, Georgia 30533

INSTITUTIONAL POLICIES ON ADMISSION

A completed application will include the College Entrance Examination Board Scholastic Aptitude Test scores, the high school transcript, the personal information submitted, and the report of a medical examination. Before acceptance an applicant must have a predicted grade point average which indicates he is capable of carrying out effectively the program of the college. This predicted academic average is based on the applicant's high school record and SAT scores.

In some instances the applicant may be requested to come to Dahlonge for an interview and testing with the Admissions Committee. The Director of Admissions will notify the applicant of the time and place of the interview.

TRANSFER STUDENTS

An applicant who has attended other colleges and has maintained an academic average of "C" or better, and who has a clear conduct record may be considered for admittance.

All regulations applicable to students entering college for the first time shall be applicable to students transferring from other colleges, insofar as the regulations are pertinent to the applications of transfer students.

A transferring student should ask the registrars of colleges which he has previously attended to send transcripts of college credit to the Director of Admissions, North Georgia College, Dahlonega, Ga. 30533. The applicant's academic qualifications for admission will ordinarily be based on these college transcripts; however, the Director of Admissions may secure high school transcripts to use in the evaluation.

Even though the institution that the student last attended is an accredited institution, the Director of Admissions may reject the application or all or any part of previously earned credits if there is any reason to believe that the quality of the educational programs of the previous institution are considered unsatisfactory.

An applicant will not be considered for admission unless the transcript shows an honorable discharge from the college last attended or unless the officials of that institution recommend the applicant's admission.

Work undertaken at another institution by a student under academic suspension cannot be transferred to North Georgia College for credit toward a degree.

A student transferring from another college must show that at some time he has taken the College Entrance Board's Scholastic Aptitude Test or that he has taken some other equivalent test approved by the college. Scores on such tests must be submitted to the college.

Transfer students entering North Georgia College shall be subject to the following college policies:

- (a) The amount of academic credit that the College will allow for work done in another institution within a given period of time may not exceed the normal amount of credit that could have been earned at the College during that time.
- (b) The total number of hours that may be earned toward a degree by either extension or correspondence courses shall not exceed 40 quarter hours.

TRANSIENT STUDENTS

A student who has taken work in a college or university may apply for the privilege of temporary registration in North Georgia College. Such a student will ordinarily be one who expects to return to the college or university in which he was previously enrolled.

The following policies shall govern the admission of students on a transient status:

1. The admissions officer must have evidence that the institution that the student previously attended was an accredited or an approved institution.
2. An applicant will be accepted as a transient student when it appears that the applicant's previous academic work is of a satisfactory quality. The Director of Admissions may require the applicant to submit a transcript of his previous college work.
3. An applicant for admission as a transient student must present a statement from the dean or registrar of the institution that he last attended recommending his admission as a transient student. Students on academic probation or suspension or on disciplinary suspension will not be admitted.

PROGRAM FOR HIGH SCHOOL SENIORS

During the Summer Quarter, North Georgia College operates a special program for high school students who have completed eleven grades of high school study with a B or better average. A student entering the program may take any course normally open to a college freshman and full college credit is given for courses successfully completed.

AUDITORS

Regularly enrolled North Georgia College students may register for courses as auditors. No academic credit shall be awarded to students enrolled on this basis. No student may register to audit more than five (5) hours of course work per quarter. Fees assessed for courses audited are the same as fees for courses taken for credit.

RE-ENTRANCE OF STUDENTS

Students who have previously enrolled at North Georgia College but have discontinued their enrollment for any reason must submit an application to re-enter. Such students will not be required to re-submit all records required of new students, but must submit an application and deposit to the Director of Admissions at least twenty days prior to the registration date for the quarter they propose to re-enter. They will be formally notified of readmission.

SPECIAL STUDENTS

Irregular students and special students and all other students of classifications not covered in these policies shall be required to meet all requirements prescribed for admission to undergraduate study and to meet any additional requirements that may be prescribed by the institution. Special students are not considered to be degree candidates.

ADVANCED PLACEMENT

North Georgia College has an advanced placement program which provides an opportunity for the qualified beginning student to obtain credit for certain basic courses. The granting of advanced placement is based on CEEB Advanced Placement Tests and departmental approval or examination. Inquiries should be addressed to the Director of Admissions.



COLLEGE EXPENSES

North Georgia College, as a state-supported institution, furnishes four years of college training at the lowest possible cost.

Following is a complete table of all costs at North Georgia College.

ALL FEES, BOARD, ROOM RENT, AND OTHER CHARGES ARE DUE AND PAYABLE EACH QUARTER AT REGISTRATION AND ARE ALL SUBJECT TO CHANGE AT THE END OF ANY QUARTER.

SUMMARY OF COSTS 1971-72

<i>Regular Quarterly Costs</i>		<i>Due Dates</i>	
Matriculation Fee	\$105.00	Fall Quarter	Spring Quarter
Health Fee	15.00	Costs Due	Costs Due
Activity Fee	15.00	Sept. 23, 1971	March 22, 1972
Board	165.00		
Room	132.00	Winter Quarter	Summer Quarter
		Costs Due	Costs Due
	\$432.00	Jan. 3, 1972	June 7, 1972

An application fee of \$10.00 is required of all students with application for admission.

A breakage deposit of \$25.00 is required of all students upon acceptance for admission.

Checks and money orders should be made payable to North Georgia College.

OTHER COSTS AND SPECIAL FEES (Includes Sales Tax)

Military Uniforms (Freshman Men)	\$255.00
Gymnasium Uniforms (Freshman Women)	8.00
Swimming Pool Suit (Freshman Women)	5.15
Books and School Supplies, \$35.00 to \$40.00 per quarter average.	
Personal expenses vary widely and obviously depend upon the student.	

<i>SPECIAL CHARGES</i>	<i>AMOUNT</i>	<i>WHEN DUE</i>
Out-of-State Fee	\$135.00	Each Quarter
Graduation Fee	7.50	May 1 of graduation year
Transcript Fee	1.00	Each copy over one upon order
Special Make-up Exam Fee	2.00	Each as taken
Late Registration Fee	3.00	First day and \$1 each for the second and third days
Applied Music Fee	20.00	Each Quarter

EXPLANATORY NOTES**NOTE NO. 1**

North Georgia College offers its students and parents a special monthly payment plan for college fees, board, and room. This plan has proved quite helpful for many of our parents, but in order to meet the requirement of the Board of Regents that all expenses be pre-paid, our monthly payment plan begins on July 15 for the Fall Quarter. In this way, expenses will be completely pre-paid at the beginning of each scholastic quarter.

	<i>Date</i>	<i>Georgia Resident</i>	<i>Out-of-State Resident</i>
FALL	July 15	\$144.00	\$189.00
FALL	August 15	144.00	189.00
FALL	September 15	144.00	189.00
WINTER	October 15	144.00	189.00
WINTER	November 15	144.00	189.00
WINTER	December 15	144.00	189.00
SPRING	January 15	144.00	189.00
SPRING	February 15	144.00	189.00
SPRING	March 15	144.00	189.00
SUMMER	April 15	144.00	189.00
SUMMER	May 15	144.00	189.00
SUMMER	June 11	144.00	189.00

NOTE NO. 2

Military and gymnasium uniforms, books, and supplies must be paid for at the time of issue, or at the time of purchase.

NOTE NO. 3

The estimated cost shown for books is based upon the average experience. Cost of books after the initial purchase may be considerably reduced should the student wish to sell his used texts and purchase similar used books.

NOTE NO. 4

Students and parents are expected to take notice of due dates on all payments and pay promptly and without further notice or request.

MATRICULATION, HEALTH, ACTIVITY FEES

All students pay the established matriculation and activity fees, and all dormitory students pay the health fee. These fees cover all general fees of the college.

BOARD AND ROOM

Board, room rent, and fees must be paid at registration or by the special monthly plan. Open accounts cannot be carried. Board charge covers meals in the college dining hall only. No meals are furnished during college holidays. All dormitory students must purchase a meal ticket. Guests may be accommodated in the dining hall by reservation at \$1.25 per meal.

BREAKAGE DEPOSIT

A breakage deposit of \$25.00 is required of all students attending North Georgia College. The breakage deposit is paid at the time of the student's application to North Georgia College and is held throughout the student's enrollment period. For students entering the college in the Summer or Fall Quarter, this deposit is due by May 1. If a student is accepted for admission after May 1, the deposit is due at the time of acceptance.

Should attendance become impossible, the reservation-breakage deposit will be refunded to returning students provided notification of cancellation is received by July 1 for the Fall Quarter or before leaving school at the end of any quarter while in attendance. *Regulations prohibit the refunding of the breakage deposit when an entering student withdraws during the first quarter of attendance.*

Each student is responsible for his own room and its furnishings and also for all other items of college property, such as library books and laboratory equipment. Breakage tickets must be promptly paid at the Comptroller's Office. The deposit is also subject to reduction for unpaid charges and is returnable upon regular withdrawal or graduation. In cases of irregular withdrawal, the deposit is forfeited.

REFUNDS

Formal withdrawal must begin with a written approval from the Dean of Students or Dean of Women. At the time this approval is granted, specific instructions will be given for the student to complete his formal withdrawal. Any deviation from this procedure will be considered as an irregular withdrawal and will result in the forfeiture of the reservation-breakage deposit.

In the case of formal withdrawal, a refund of the Matriculation Fee may be made on the following basis:

- (1) Withdrawal during one week following the scheduled registration date; a refund of 80% of the Matriculation Fee paid for that quarter;
- (2) Between one and two weeks, 60%;

- (3) Between two and three weeks, 40% ;
- (4) Between three and four weeks, 20% ;
- (5) After four weeks, no refund.

No refund can be made on Activity or Health fees.

In case of withdrawal, a refund on board and room may be made on the number of full weeks remaining in the quarter.

In case of excused absence, a refund on board, not room, may be given on that part of the student's absence which is in excess of two weeks.

Refunds over \$25.00 are sent directly to parents or applied as credits to the student's account. Exceptions may be made for students over 21 who pay their own expenses.

BOARDING STUDENT DEFINED

All students will be considered as boarding students except those who live in and commute from the home of parents, grandparents, guardian, or other close relatives, are married and live with husband or wife, have a baccalaureate degree, are a bona fide minister or divinity student, have completed 12 quarters of military science and is over 21, have been honorably discharged from military service after one full year of service or has completed induction requirements under Reserve Enlistment Program 63. All boarding students will be required to live in the college dormitories and take their meals in the college dining halls.

GOVERNMENT ALLOWANCES

All students meeting Department of the Army requirements and enrolled in military science classes at North Georgia College receive cash allowances to apply against purchase of the required uniform. This allowance is received directly from the Federal Government, and the amount is determined each year by the Department of the Army.

Advanced-course students now receive a monetary allowance of approximately \$50 per month in lieu of subsistence. This, together with uniform allowances, plus full-degree credit, makes advanced military science an attractive proposition. The uniform allowances for the four years are usually sufficient to pay for the entire college uniform but are not available for initial purchases of basic uniforms.

Final settlement on uniform allowances cannot be made prior to the date a student withdraws from college; however, earned allowances are credited to the student's account and are available for purchase of additional uniform. All men are required to deposit the full amount necessary for uniforms and not depend on uniform allowance for articles of basic uniform needs. Not only is this wise from the standpoint of uniform needs,

but the amount of final settlement of uniform allowances on a cash basis depends upon this procedure or other proof of actual uniform purchase.

MILITARY UNIFORMS

The distinguishing mark of a North Georgia College cadet is the college uniform. The use of the regulation uniform produces a decided economy in clothing costs while at NGC.

If a student takes reasonable care of his clothing, the Government uniform allowance is adequate to take care of his necessary clothing for the full four-year term.

ARTICLES OF UNIFORM EQUIPMENT

The regulation uniform for fall, winter and spring includes one wool blouse, one wool classroom jacket, two pairs of wool trousers, one wool service cap with rain cover, one pair of black leather gloves, one field jacket of drawstring type, three khaki trousers, five khaki shirts, two poplin shirts, one field cap, two ties, one black web belt, three pairs of white gloves, one pair of black military boots, six pairs of black socks, cap and collar ornaments, one white scarf, two fatigue uniforms, a military raincoat, physical education clothing, and two laundry bags.

A student entering for the first time in the spring or summer quarter is advised to purchase the entire uniform; however, if necessary, he will be permitted to delay purchase of the woolen articles until fall. The Federal Government furnishes one fatigue uniform and the field jacket, but the cadet must buy all other articles.

One pair of black shoes must be furnished extra by the cadet and may be purchased before coming to the college or ordered through the college after arrival. These must be plain-toe, low-quarter shoes of conventional army type.

PURCHASE OF THE UNIFORM

Since the design and color of the North Georgia College uniform is unique, new students should buy the uniform from the college at the time of entrance. The full price must be deposited with the Comptroller's Office, and any unused portion of this uniform deposit will be held for future purchases subject to refund on request from the parent any time after the first quarter closes. Students should not come to the college for uniform purchase prior to their regular enrollment.

Any article of uniform not purchased at the college must be approved by the Commandant. Acceptable uniform articles, as a rule, can not be purchased from other sources as cheaply as they can be bought through the college. A limited selection of used uniforms are available in the uniform exchange.

GYMNASIUM UNIFORMS

Freshman and sophomore men, and upperclassmen who elect to take the work, are required to wear gym uniforms for physical training classes—shorts with T-shirts or warm-up suits, and rubber-soled gym shoes. Uniform shorts, warm-up suits, and bathing trunks are included in the uniform issue. Cadets are advised to bring T-shirts and gym shoes from home, but they may be purchased through the college after arrival.

Each young woman, for use in physical education, must provide herself with the regulation college gymnasium suit, the regulation college swimming-pool suit, tennis slippers or shoes, and white socks. Gymnasium and swimming-pool suits will be ordered through the College Canteen after measurements have been taken.

Students are asked to furnish tennis shoes if they can secure them. If not, shoes may be ordered through the Canteen.

CANTEEN-BOOKSTORE-POST OFFICE

The North Georgia College Student Canteen and Bookstore are located in the Student Center. They are operated for the convenience of students and faculty. Here are sold soft drinks, sandwiches, and other refreshments, and school supplies. In this area is also located a central TV lounge, uniform-sales area, and the bookstore and classroom-supply sales area. Automatic soft drinks and milk machines are also provided in each dormitory.

The Canteen also accommodates the college post office. A box is available for each student and all students are assigned a box number regardless of their place of residence in Dahlonega. Each student is required to check his post office box daily for communications from various departments as well as outside mail.

The correct address will be the student's name, NGC Box —, Dahlonega, Georgia 30533.

LEGAL RESIDENT

In order to register at North Georgia College as a legal resident of the state of Georgia, a student must meet certain requirements set forth by the Board of Regents of the University System of Georgia.

1. A student who is under 21 years of age at the time he seeks to register or re-register at the beginning of any quarter will be accepted as a resident student only upon proof that his supporting parent or guardian has been legally domiciled in Georgia for a period of at least twelve months immediately preceding the date of registration or re-registration.
2. In the event that a legal resident of Georgia is appointed as guardian

of a non-resident minor, such minor will not be permitted to register as a resident student until the expiration of one year from the date of appointment, and then only upon proper proof that such appointment was not made to avoid payment of the non-resident fee.

3. If a student is over 21 years of age, he may register as a resident student only upon showing that he has been domiciled in Georgia for at least twelve months prior to the registration date. Any period of time during which a person is enrolled as a student in any educational institution in Georgia may not be counted as a part of the twelve months domicile and residence herein required when it appears that the student came into the State and remained in the State for the primary purpose of attending a school.
4. A full-time faculty member of the University System, his or her spouse, and minor children may register on the payment of resident fees, even though such faculty member has not been a resident in Georgia for twelve months.
5. If the parents or legal guardian of a minor changes residence to another state following a period of residence in Georgia, the minor may continue to take courses for a period of twelve consecutive months on the payment of resident fees. After the expiration of the twelve months' period, the student may continue his registration only upon the payment of fees at the non-resident rate.
6. Military personnel and their dependents may become eligible to enroll in institutions of the University System as resident students provided they file with the institution in which they wish to enroll the following:
 - (a) A statement from the appropriate military official showing that the applicant's "home of record" is the State of Georgia; and,
 - (b) Evidence that applicant is registered to vote in Georgia; or,
 - (c) Evidence that applicant, if under 18 years of age, is the child of parents who are registered to vote in Georgia; and,
 - (d) Evidence that applicant, or his supporting parent or guardian, filed a Georgia State income tax return during the preceding year.
7. Foreign students who attend institutions of the University System under sponsorship of civic or religious groups located in this state, may be enrolled upon the payment of resident fees, provided the number of such foreign students in any one institution does not exceed the quota approved by the Board of Regents for that institution.

8. All aliens shall be classified as non-resident students. However, an alien who is living in this country under a visa permitting permanent residence or who has filed with the proper federal immigration authorities a Declaration of Intention to become a citizen of the United States shall have the same privilege of qualifying for resident status as a citizen of the United States.
9. Teachers in the public schools of Georgia and their dependents may enroll in University System institutions on the payment of resident fees when it appears that such teachers have resided in Georgia for nine months, that they were engaged in teaching during such nine months' period, and that they have been employed to teach in Georgia during the ensuing school year.
10. If a woman who is a resident of Georgia and who is a student in an institution of the University System marries a non-resident of the State, she may continue to attend the institution on payment of resident fees provided that her enrollment is continuous.
11. If a woman who is a non-resident of Georgia marries a man who is a resident of Georgia, she will not be eligible to register as a resident student in a University System institution until she has been domiciled in the State of Georgia for a period of twelve months immediately preceding the date of registration.
12. Non-resident graduate students who hold assistantships requiring at least one-third time service may register as students in the institution in which they are employed on payment of resident fees.

STUDENT AID/FINANCIAL ASSISTANCE

The primary purpose of the financial aid program is to provide assistance to students, who, without such aid, would be unable to attend college. Financial assistance from the college or other sources should be viewed only as supplementary to the efforts of the family. Most scholarships and loan funds are awarded only after financial need has been established, and no application for scholarship or loan, sponsored or supported from state or federal funds, may be considered until financial need has been established.

All requests for financial assistance should be directed to the Director of Student Aid.

North Georgia College participates in the College Scholarship Service (CSS) of the College Entrance Examination Board. The CSS assists colleges in determining the student's need for financial assistance.

Students seeking financial assistance are required to complete a Parents' Confidential Statement (PCS) designating North Georgia College as one of the colleges to which the report of financial need will be sent.

The PCS form may be obtained from a local high school, the college or College Scholarship Service, P. O. Box 176, Princeton, New Jersey. Married or independent students must submit the Student Confidential Statement. Copies of this form may be obtained from the North Georgia College Office of Student Aid.

GRANTS

EDUCATIONAL OPPORTUNITY GRANTS

The College participates in this federally sponsored program which provides a gift grant ranging from \$200 to \$1,000 depending upon demonstrated need. Students who are awarded an E.O.G. will be required to accept a "financial aid package." The "package" will consist of the grant with a matching amount in loans, employment, scholarships or any combination. In no event can the grant exceed one half the established need of the student.

SCHOLARSHIPS

HAMMOCK SCHOLARS

Asa D. Hammock, a native of Newton County, Georgia, and a graduate of North Georgia College, Class of 1895, on his death in 1957 willed a substantial portion of his estate to the college. It is his desire that the income from this bequest be used to provide financial assistance in the form of scholarships to male students with a demonstrated aptitude for outstanding scholastic achievement.

REGENTS' SCHOLARSHIPS

The Board of Regents of the University System of Georgia receives from the State certain funds from which scholarships may be granted to residents of Georgia attending institutions of the University System. These scholarships were established for the purpose of assisting students of superior ability who need financial aid in order to attend college. A student who wishes to apply for the Regents' Scholarship should direct his application to the Director of Student Aid, North Georgia College, Dahlonega, Georgia, 30533.

ARMY ROTC SCHOLARSHIPS

An annual quota is received by North Georgia College for one, two and three year Army ROTC Scholarships. This quota is filled from applications received from members of the Freshman, Sophomore, and Junior classes. Recipients of these scholarships receive a monthly allowance of \$50 from the Department of the Army in addition to an annual allowance to defray costs of tuition, textbooks, and school supplies. Recipients of a nationally competitive, four-year Army ROTC scholarship who elect to attend North Georgia College receive the above allowances over a four-year

period. High school seniors interested in the four-year scholarship should contact their high school counselor early in their senior year for additional information.

LOAN FUNDS

CHARLES McDONALD BROWN FUND

The Charles McDonald Brown Loan Fund was established to aid worthy young men who are in need of financial aid and who are accepted for admission to NGC. The applicant must be at least eighteen years of age, in good health, and of proven intellectual ability. Students must reside in one of the following counties: Rabun, Habersham, Union, Towns, Fannin, Dawson, Murray, White, Lumpkin, Gilmer, Pickens, Cherokee, Forsyth, Stephens, Banks, Hall, Madison, and Hart in Georgia, and Oconee, Anderson, and Pickens in South Carolina.

CAPTAIN CHARLES BUFORD JOHNSON, JR. MEMORIAL LOAN FUND

This fund was established in 1963 by North Georgia College graduates and members and friends of the family of the late Capt. Charles B. Johnson, Jr., who graduated from North Georgia in the Class of 1957. Loans may be made to any needy student at North Georgia College.

MOORE LOAN FUND

This fund was donated by Mr. John H. Moore of Dahlonega, formerly a trustee of the college. Preference for assistance is given the graduates of the local Lumpkin County High School. Loan notes bear 4% interest on unpaid balances from the date of loan and must be endorsed by two responsible persons.

COLONEL WILLIAM MANNING SMITH MEMORIAL LOAN FUND

This fund was established in 1960 by members of the family of the late Colonel William M. Smith, Class of 1900. From it loans are available to members of the Junior and Senior Classes.

SENIOR LOAN FUND

Several senior classes have contributed to a fund to assist members of any current senior class. Loans bear no interest, but those aided usually make a contribution to the fund to help someone else.

ROBERT H. "DOC" WALLER LOAN FUND

This fund was established in 1970 by the family and friends of Doc Waller, a member of the 1969-70 senior class, who was killed in an airplane crash, January 1970. Emergency loans are available from this fund and are repayable within 24 months after graduation at 3% interest.

NATIONAL DEFENSE STUDENT LOAN FUND

The college participates in the National Defense Student Loan Program, established by the National Defense Education Act of 1958. NDEA funds are available to full-time, degree-seeking students regularly enrolled in college. Students attending summer school only are not eligible. Complete information may be secured from the Director of Student Aid.

GUARANTEED LOANS

The Guaranteed Loan Program was authorized by the Higher Education Act of 1965.

Guaranteed loans are arranged through private banks and other financial institutions participating in the program. As much as \$1,000 per year may be borrowed in this program by entering college students. Interest is paid by the Federal Government until the student completes his education. The family's adjusted gross income must not exceed \$15,000 per year.

In Georgia this loan program is administered by the Georgia Higher Education Assistance Corporation (GHEAC), P. O. Box 38005, Capitol Hill Station, Atlanta, Georgia 30303.

A list of financial institutions participating in the program may be obtained by contacting GHEAC. Students who are residents of other states may inquire about this loan by contacting United Student Aid Funds, 845 Third Avenue, New York, N.Y. 10022.

OTHER SOURCES OF FINANCIAL ASSISTANCE

GEORGIA STATE TEACHER SCHOLARSHIPS

Through the State Department of Education, Georgia State Teacher Scholarships are awarded annually to Georgia residents who intend to become teachers. Academic promise, personal qualifications, and financial need are major considerations in selecting recipients. For further information, contact: Coordinator, State Teacher Scholarship Program, State Department of Education, Atlanta, Georgia 30334.

STATE SCHOLARSHIP COMMISSION

Scholarships will be granted to legal residents of Georgia who would not otherwise have the necessary funds to finance programs of study in medically-related areas, including dentistry, nursing, pharmacy, social work, medical technology, etc. Stipends vary in relation to established need and the average cost of study at the college. Additional information and applications may be obtained from the State Scholarship Commission, P. O. Box 38005, Capitol Hill Station, Atlanta, Georgia 30303.

PICKETT AND HATCHER EDUCATIONAL FUND

The late Mr. Claud A. Hatcher of Columbus, Georgia, created an educational loan fund for the purpose of aiding a large number of worthy students in securing courses in broad liberal college training. Limitations prevent loans being granted to students of law, medicine, and for the ministry. Applications and requests for additional information should be addressed to Mr. Guy E. Snavley, Jr., Executive Secretary, Pickett and Hatcher Educational Fund, P. O. Box 1238, Columbus, Georgia.

EMPLOYMENT OPPORTUNITIES

Students who demonstrate need and otherwise qualify for the College Work-Study Program can be employed for up to 15 hours per week for full-time students. To be eligible, a student must be accepted as a full-time student (entering freshmen may be eligible for summer employment prior to Fall Quarter registration) or, in the case of a student already enrolled, in good standing. The applicant must be capable of maintaining good academic standing while employed under the program. Preference for employment is determined from an evaluation of the Parents Confidential Statement and need analysis from the College Scholarship Service.





STUDENT LIFE

North Georgia College is a unique educational institution, and one important reason for this uniqueness particularly pertinent to the student is the extent to which he or she is directly involved in the leadership and management of the organizations affecting student life. It would be hard to find any other tax supported institution in the United States that provides its students more worthwhile opportunities for direct and immediate involvement in actual student government than does North Georgia. These opportunities for practical experience in leadership and personnel management, for character development, and for assumption of responsibility are derived naturally and directly from the structured organization of the College's student body. This diverse student body is comprised of resident and non-resident members of the Corps of Cadets, resident and non-resident coeds and commuting male students who are not members of the Corps. The following paragraphs provide a brief explanation of the NGC student government, campus organizations, the manner in which resident students are organized for daily living, and some of the basic regulations by which all students are expected to gauge their conduct.

STUDENT GOVERNMENT ASSOCIATION (SGA)

The North Georgia College Student Government Association is composed of elected representatives of each of the classes on campus and executive officers as prescribed by the bylaws, and is the ranking student organization on the campus. It is the coordinating body for various student activities, organizations and class elections, and it is a medium for communication between the administration, faculty, and the student body. The Student Government Association also provides and coordinates campus-wide entertainment for the student body.

CORPS OF CADETS

North Georgia College, being a military college, requires that all resident male students participate in the Corps of Cadets. In order to facilitate administration and training, the Corps is organized into a brigade of two or more battalions, each consisting of three or more companies. Immediately upon reporting to the college, the new cadet is assigned to a company. This unit quickly becomes the focal point for the new cadet's life on campus. It becomes his "home away from home" and provides an immediate social stability in a new environment. It also provides through upperclassmen an opportunity for academic coaching. Additionally, the company provides the structure around which a spirited intramural sports program is developed and implemented. Each company's sports activities are supported by coed cheerleaders elected by members of the company. At the end of each academic quarter, the competition between companies of the Corps ends with the designation of Honor Company—that unit receiving the highest combined score in academics, athletics, military training and unit administration.



The "cadet system" of control prevailing within the Corps is a specialized system of student government in which there is extensive, direct, and continuous involvement of the men students in the management of their own affairs. In this system, the conduct of cadets and most of the activities of the organizations within the Corps are the responsibilities of the cadet officers and non-commissioned officers. Thus, for all students seeking responsibilities and involvement, North Georgia College offers outstanding opportunities in both areas.

All cadets may and are encouraged to compete for leadership positions. In selecting individuals for positions of responsibility, consideration is given to demonstrated interest, motivation, military knowledge, academic standing (minimum requirement: C average), leadership potential and individual conduct records. Eligibility for advancement in rank parallels advancement in academic class standings. For example, non-commissioned officers are selected from the sophomore and junior classes, while cadet commissioned officers are selected from the senior class.

In the performance of their duties, cadet officers and non-commissioned officers are expected to set the example in appearance, conduct, and compliance with college approved Corps regulations and they are expected to enforce these regulations in a fair and impartial manner so as to promote respect, morale and sound discipline. A copy of Corps regulations, known as the Blue Book, is made available to each cadet within the first week after reporting.

Membership in the Corps of Cadets is open to all male students who are admitted to the College, except those whose physical condition, as judged by the College Surgeon and the Commandant acting jointly, is determined to be inconsistent with requirements for normal participation in marching formation and living in cadet dormitories without special assistance, equipment or diet.

All cadets, except first quarter freshmen and a few upper classmen having specifically prescribed duties for a particular time, may wear civilian clothes on or off the campus after 5:00 p.m. While wearing civilian clothes, cadets are expected to use good taste and judgment, and they are required to maintain high standards of neat personal appearance. Except when sports would dictate special clothing, proper civilian dress for a cadet includes shoes with socks, trousers, sport shirt or dress shirt, or coat and tie.

NON-MILITARY MALE STUDENTS

Male students who qualify as bona fide commuters may, if they elect, attend the College in a non-military status. There is, of course, nothing to preclude a bona fide commuter from full participation in the College's military program as a member of the Corps. In fact, all commuters who meet the physical criteria are encouraged to so do. A male student meet-



ing any one of the exceptions listed on page 21 under the *definition of a boarding student* may, if he requests, be granted commuter status.

Non-military students are expected to maintain standards of conduct, dress and personal appearance not inconsistent with those prescribed for cadets. The Dean of Students serves as Dean of Men for non-military male students.

WOMEN'S STUDENT GOVERNMENT ASSOCIATION

Every resident woman student automatically becomes a member of the Women's Student Government Association upon admission to North Georgia College. This is a self-governing organization and each woman is invited and encouraged to become an active participant. Meetings are held periodically for the purpose of promoting the welfare of the women students.

The governing body of the WSGA is the Women's Affairs Board. Its members are elected in a campus-wide election and all disciplinary matters involving infractions of the women's regulations are handled by this board.

Women resident students also elect a House Council which is responsible for governing the residence halls.

The Head Resident acts as an advisor to the House Council.

The rules and regulations governing resident women students are compiled in the women's handbook of regulations. All women students will be given a copy of this handbook upon arrival on campus and will be held responsible for its contents.

COMMUTING WOMEN STUDENTS

Married women and single women living at home are not required to live in college housing. However, any single woman may apply for residence in the dormitories. Married women students may apply for residence in the dormitories on a space available basis.

Commuting women are subject to all appropriate college regulations. *Guidelines for Commuting Coeds* enumerates the women's regulations for which commuters are responsible. Commuting women are responsible directly to the Dean of Women and will report to her when necessary.

STANDARDS OF CONDUCT

While the specific rules governing student conduct are spelled out in detail in the *Blue Book* and women's handbook, the standards of conduct expected of North Georgia College students are basically those prevailing in any well ordered society comprised of intelligent, moral ladies and gentlemen. Minor infractions of rules are handled within the organiza-

tional structure of the Corps of Cadets and Women's Student Government Association. Serious breaches of the standards of conduct or College regulations are referred to the College Discipline Committee by the Dean of Students. This committee is composed of several members of the faculty and the President of the Student Government Association (SGA).

Violations of a serious nature include drinking or possession of alcoholic beverages on campus, possession or use of illegal drugs and narcotics on campus, stealing, vandalism, cheating, fraud, lying, hazing, violation and/or conviction of a state criminal law, violation of a disciplinary restriction, deliberately failing to heed a summons to report to an administrative official or to an instructor, repeated infractions of rules and regulations which cumulatively indicate an unwillingness or inability to conform to the North Georgia College program and conduct prejudicial to good order and discipline.

DISRUPTIVE CONDUCT

The Board of Regents of the University System of Georgia has stated that any student who, acting singularly or in concert with others, obstructs or disrupts, or attempts to obstruct, or disrupt, by force or violence, or by threat of force or violence, any teaching, research, administrative, disciplinary, public service or any other activity authorized to be held or conducted on the campus of North Georgia College or on any campus of the University System of Georgia, shall be subject to immediate dismissal.

The words "force" and "violence" shall be construed to include such obstructive and disruptive acts as stand-ins, sit-ins, and lie-ins.

Any student who remains in or refuses to vacate any building on campus of North Georgia College or on the Campus of any institution within the University System of Georgia at a time when such building is normally, usually and customarily closed to students, and after having received notice to vacate from the President of the institution or other officer charged with the custody and control of the building, shall be subject to immediate dismissal.

VEHICLE REGULATIONS

Any student may register and keep a vehicle on campus provided he is qualified to do so under the rules of the State of Georgia and the College. All vehicles parked or operated on campus must be registered with Campus Security. The right of a student to operate and/or possess a vehicle is considered by the College to be a privilege which may be revoked for cause at any time.

PERSONNEL SERVICES

COUNSELING AND TESTING SERVICE

The student Counseling Office is devoted almost exclusively to counseling with students on their educational, vocational, and personal problems. These services are available to all students without charge.

ACADEMIC ORIENTATION OF NEW STUDENTS

The Academic Orientation of new students is under the direction of the Director of Guidance. Orientation for freshmen prior to and following registration is provided in order that the new student may begin his college experience with the best possible expectations for success and happiness. Faculty advisers, administrative officers, and selected upper-class students carry out a program of academic planning, testing, and social activities.

SELECTION OF COURSES

Students who have selected a major field of concentration at the time of entrance will be assigned to the chairman of the chosen departmental major for assistance in selecting courses each quarter. Students who have not selected a major will be assigned to a faculty adviser. This adviser will assist in the selection of courses and the arrangement of schedules until a decision is made concerning the major field of concentration.

CAMPUS ORGANIZATIONS

HONORARY ORGANIZATIONS AND HONORS

ALPHA PSI OMEGA (DRAMATIC HONOR SOCIETY)

A national honorary dramatic fraternity, which does not take the place of a regular dramatic club; but as students qualify by participation in various phases of dramatics, they are rewarded by election to membership in this society.

NU GAMMA SCHOLASTIC HONOR SOCIETY

Membership in this society is conferred upon certain students who rank in the highest ten per cent of their class with qualifications stated in the by-laws of the society.

PHI ALPHA THETA (HISTORY HONOR SOCIETY)

Phi Alpha Theta is the national honor society in history. Students whose grades average above B in all history courses, whose grades average B or above in two-thirds of all other courses, and who rank in the upper 35% of the class may be elected to membership in this national scholarship fraternity.

HONORS LIST

Students who have a grade-point average of 3.0 on a normal academic load and are satisfactory in basic military science and physical education will be placed on the Honors List for the succeeding quarter.

An Honors Day program is held during the Spring Quarter in recognition of those students who are on the Honors List for the two preceding quarters.

HONORS PROGRAM

The college offers an honors program in a number of departments. Students demonstrating superior abilities are given the opportunity to enroll in special courses designed to make the maximum use of their capacities.

SENIOR HONORS

A student is graduated Summa Cum Laude if his over-all grade ratio is 3.9; Magna Cum Laude if the grade ratio is 3.45; Cum Laude if the grade ratio is 3.00.

Transfer students who have been in residence for at least the junior and senior years and have established the following grade ratios, may be graduated with senior honors: Summa Cum Laude, 3.9; Magna Cum Laude, 3.7; Cum Laude, 3.25.

SCHOLASTIC HONOR BARS

In recognition of substantial scholarship, Scholastic Bars as listed below are awarded at a public ceremony in May to members of the various classes who are on the Honors List for three consecutive quarters.

Red Bar to members of the Freshman Class

White Bar to members of the Sophomore Class

Blue Bar to members of the Junior Class

Gold Bar to members of the Senior Class

BUSINESS ADMINISTRATION ACHIEVEMENT AWARD

Annually, during commencement activities, the Business Administration Club awards a silver medallion to the business administration major graduating with the highest academic standing.

CLARK MATHEMATICS MEDAL

This medal is awarded annually to the student who establishes the highest scholastic average in mathematics above Mathematics 99 and including Mathematics 245.

DRAMA AWARD

A cash award is awarded annually to the coed or cadet who makes a continued outstanding contribution to and achievement in the drama program.

GOOD CONDUCT AWARD

This bar is awarded to cadets at the end of their first year based upon their compliance with regulations formulated by the Professor of Military Science and the Commandant of Cadets.

HAWKINS CITIZENSHIP AWARD

This award in the form of a key is given each year to a graduating senior selected by the entire faculty who has been outstanding in general campus citizenship. The senior's name is engraved on a plaque which remains with the college in honor of those who have been selected.

MERITORIOUS LEADERSHIP ACHIEVEMENT AWARD

The Commanding General, Third U.S. Army, annually awards a Certificate of Meritorious Leadership Achievement to the ROTC student who has demonstrated the most outstanding qualities of leadership during the academic year.

MEYER-RAEBURN AWARD

In memory of Abner A. Raeburn, this award is presented to the cadet who has displayed strong moral and ethical concepts, courtesy in his behavior, and respect for recognized authority.

MILITARY HISTORY AWARD

The Association of the United States Army presents an award annually for excellence in the study of military history in ROTC units.

SILER SCHOLARSHIP PLAQUE

This award is presented annually to that student who has earned the highest quality-point ratio for not less than 75 quarter hours at North Georgia College.

WHO'S WHO IN AMERICAN COLLEGES AND UNIVERSITIES

Members of Who's Who are selected from the Senior Class by a faculty committee on the basis of scholarship; service to the College; contribution to and leadership in campus extra-curricular activities; and spirit and degree of cooperation with administration, faculty, and fellow students in furthering general college policies and ideals.



GENERAL CAMPUS ORGANIZATIONS

ASSOCIATION OF THE U.S. ARMY (AUSA)

The main purpose of the Association of the United States Army (AUSA) is to further the aims and objectives of the U.S. Army through educational, literary and scientific means. The North Georgia company fosters esprit de corps among all students and fosters professionalism and promotes efficiency in the Army's components. Membership is open to all students formally enrolled in the ROTC program.

BLUE RIDGE RIFLES

The Drill Platoon, designated Blue Ridge Rifles, consists of cadets selected with exceptional drill ability. The platoon performs several times each year for the public.

BRIGADE BAND

One of the outstanding features of North Georgia College is the Brigade Band. Instruments are furnished by the Army and college for about sixty-five parts. To a student with musical ability, the Brigade Band presents an unusual opportunity for further training.

THE GUIDONS

The Guidon Society is the local chapter of the National Society for Guidons, whose purposes are to serve as a university women's national military service and honor society, to actively support the ROTC program, to instill a patriotic interest in the women of the student body, to promote citizenship through the working experiences of scholarship and leadership, and to render service to the college. Candidates must be juniors or seniors and have a 2.5 grade-point average to be considered for membership. This society supports the Girls' Drill Team.

FRATERNITIES AND SORORITIES

Delta Beta chapter of Pi Kappa Phi national fraternity and Rex and Sigma Theta local fraternities provide for social activities on the campus. Fraternities serve the college through all-college dances each year and through service activities on the campus and in the community. Membership is by invitation.

Two local sororities, Sigma Lambda Phi and Phi Chi Omega, provide social activities for the college and service projects for the community. The sororities were organized in fall of 1970. Membership is by invitation.

MOUNTAINEERING PLATOON

The Order of Columbo Mountaineering Platoon is sponsored by the Military Department to promote interest and to train the members in

mountain and counter-guerilla operations. Members are selected from those upperclassmen who successfully pass rigorous tests in both physical and tactical training.

PARACHUTISTS' CLUB

The North Georgia College Sport Parachutists' Club is organized to further interest and safety in Sport Parachuting. Active members are designated as those students who have completed the required ground training and have made one free-fall parachute jump.

PHI BETA LAMBDA

The primary objectives of Phi Beta Lambda are the development of a greater awareness on the part of Business Administration majors of opportunities in their chosen field to broaden their knowledge of the training skills required to succeed in business, government, and graduate study, and fostering the growth of an esprit de corps within the area of study. Membership is limited to students majoring in Business Administration.

SCABBARD AND BLADE

The Scabbard and Blade membership is drawn from those cadet commissioned officers deemed to possess the required degree of character and proficiency in military science and tactics. The purpose of the Society is to unite in closer relationship the military departments of American universities and colleges, to preserve and develop the essential qualities of good and efficient officers, to prepare members as educated men to take a more active part and to have a greater influence in the military affairs of their communities.

OTHER CAMPUS ORGANIZATIONS AND ACTIVITIES

BIOLOGY CLUB: membership composed of students giving special emphasis to the biological sciences. Those particularly interested in the pre-professional study of medicine, dentistry, laboratory techniques, nursing, and general health compose the membership.

CAVING CLUB: was organized to promote interest and to advance the study and science of Speleology.

CONCERT BAND: is open to all qualified students by audition. Balanced instrumentation will be a factor in accepting new members each quarter. Symphonic band transcriptions and compositions for band will be included in the performances, both on and off campus.

DRAMATIC CLUB: presents frequent amateur programs through the year. These include chapel skits, one-act plays, and evening performances.

GLEE CLUB: offers to both cadets and coeds thorough training in choral expression. The club travels extensively, giving programs of both

sacred and secular music. Although previous training in vocal technique and music rudiments is very desirable, membership is open to all students of reasonable ability and sincere interest.

HOME ECONOMICS ASSOCIATION, STUDENT SECTION: open to all students who take courses in home economics.

KARATE CLUB: is open to all interested students.

LITERARY WRITING CLUB: was organized to develop and publish with reasonable frequency a literary magazine for students.

MEN'S RIFLE TEAM: is a member of the National Rifle Association and competes in small-bore rifle matches with other colleges and universities. The college athletic letter and sweater are awarded to outstanding competitors in this sport.

NGC BROADCASTERS ASSOCIATION: was organized to promote radio broadcasting and to develop and operate a low wattage, closed-circuit FM radio station on campus and to train its members in broadcast journalism.

NON-COMMISSIONED OFFICERS' CLUB: draws its membership from eligible members of the Junior (second) and Sophomore (third) Classes. The objective of the N.C.O. Club is two-fold: first, to bring about unity of endeavor among the commissioned and non-commissioned officers of the Corps of Cadets; second, to acquaint the second and third classmen with the present and future policies, tactics, and equipment of the United States Army. The Club sponsors the annual Military Ball in the Spring Quarter.

NORTH GEORGIA COLLEGE CHAPTER OF STUDENT AFFILIATES OF THE AMERICAN CHEMICAL SOCIETY: is one of the approximately two hundred fifty chapters of the Student Division of the American Chemical Society. This Society has approximately 100,000 professional members. The purpose of the membership is to acquire identity with the profession of chemistry, to discuss as a group those matters not suitable for classroom discussion with reference to chemistry as a profession.

OFFICERS' CLUB: is composed of the Cadet Officers of the Brigade expressing a desire to enter. The purpose of this club is to provide an agency for the gathering and disseminating of information to the Cadet Corps as a whole. The Officers' Club sponsors at least one formal dance each year.

PHYSICAL EDUCATION CLUB: objectives are to foster the development of attitudes and abilities in the related areas of the professional field of physical and health education.

PHYSICS CLUB: provides students in physics an opportunity to discuss and work on projects of common interest.

PSYCHOLOGY CLUB: strives to generate interest in psychology and its related fields and to stimulate professional attitudes among interested men and women.

RADIO COMMUNICATIONS CLUB: is composed of students especially interested in amateur and experimental radio and electronics and operates an amateur station under the licensed call "W4PYM."

SOCCER CLUB: is open to all students interested in soccer. Games are played with other colleges, on a club basis, through the year.

STUDENT N.E.A.: membership in the John C. Sirmons Chapter of Student N.E.A. is open to students whose chief vocational interest is teaching.

VARSITY LETTER CLUB: is made up of those students who have won the official Varsity Letter.

WOMEN'S RECREATION ASSOCIATION: sponsored by the Department of Physical Education and open to all coeds is better known as the REC Club and is divided into four teams which carry on intramural activities and social functions for the members.

WOMEN'S RIFLE CLUB: is a member of the National Rifle Association and competes in small-bore rifle matches with other colleges and universities having women's rifle teams. The college athletic letter and sweater are awarded to outstanding competitors in this sport.

ZETONTES ALTHEIAN: (Greek—"seekers of truth") was established to arouse and sustain interest in the field of social science. The organization performs its purpose by providing the student body with interesting and provocative speakers from outside the college community.

STUDENT PUBLICATIONS

Two college publications are issued under the direction of the Faculty Publications Committee.

The Cyclops, the yearbook, is an annual pictorial record of student life.

The Cadet Bugler, the campus student newspaper gives full coverage to student affairs.

ACADEMIC REGULATIONS

It is the responsibility of the student to be familiar with the academic regulations of North Georgia College.

Each student is urged to read the regulations carefully and to seek interpretation from his academic adviser or from the Office of the Dean in the event that there should be any questions.

COLLEGE HONOR

At North Georgia College, a sense of self-respect, dependability, and high honor prevails. Hence, any degree of dishonesty in all areas of academic work, or the giving or receiving of unauthorized help in any quiz, test, or examination is regarded as one of the most serious offenses that can be committed against the honor of the college and the student group.

ACADEMIC CREDITS

Credits are expressed in terms of quarter hours. One quarter hour is the credit given for the work of one hour per week throughout one quarter. A course that is taken five times a week for one quarter is equal to five quarter hours. Laboratory science and some courses in other disciplines carry credit value of one hour for each lecture period and one hour for each required laboratory period.

GRADING SYSTEM

The classroom and laboratory work of all students is graded by letters which may be interpreted as follows:

- A Excellent
- B Above average
- C Average
- D Unsatisfactory, but passing
- F Failure; must be repeated if in a required course
- P Pass (non-credit course)
- NP No Pass (non-credit course)
- I (Incomplete)
- WP (Withdrew Passing)
- WF (Withdrew Failing)

CHANGES IN GRADES

All grade changes must receive the approval of the Dean before they can be recorded by the Registrar. Any grade will be changed upon a written statement by the instructor that the grade reported was in error.

A candidate for graduation who makes a grade of F in his last year in an upper-division course necessary for his degree may have the privilege of one re-examination provided there is no opportunity to repeat the course and the approval of the head of the student's major department and the Dean is secured. Grades in not more than two courses may be changed by this method.

"I" indicates "Incomplete" for the withholding of a grade because of prolonged illness or by the consent of the Registrar or Dean. This grade must be removed within six weeks; otherwise, it automatically becomes "F".

CHANGES IN PROGRAMS OF STUDY

Lower-division study programs are changed only by the permission of the Dean of the College upon recommendation of the Academic Advisor. Upper-division study programs are changed only by written permission from the Head of the Department concerned and the Dean.

Except for very exceptional reasons; all changes in study programs must be made during the first seven days of the quarter. A student who officially withdraws from a course during the first four weeks of the quarter will receive a grade of WP (Withdrawal, passing) or WF (Withdrawal, failing). The courses with grades of WF and F are included in computing grade-point ratio, but grades of WP are excluded.

Withdrawal from a course after the first FOUR weeks results in a grade of F, except in very exceptional cases.

Conflicts in schedules are resolved by the Registrar of the College. Courses cannot be dropped except through recommendation of the student's adviser and approval of the Dean. Students are held responsible for unauthorized changes of schedule which may result in a loss of college credit.

QUALITY POINTS

The value of each grade in quality points per quarter hour is as follows:

- A—4 quality points per quarter hour
- B—3 quality points per quarter hour
- C—2 quality points per quarter hour
- D—1 quality point per quarter hour
- F—0 quality points

The grade-point ratio is the grade average made by a student on all academic work for which he has enrolled. It is obtained by dividing the total number of quality points earned by the total number of academic quarter hours carried.

When courses in which a student has made a grade of D or F are repeated, the hours attempted and earned are counted only once.

For graduation, every candidate for a degree must complete a minimum of 185 quarter hours of academic work. This is exclusive of Basic Military Science and Required Physical Education. The student must have a minimum grade point average of 2.0 on all work presented for graduation, including basic physical education and basic military science.

CLASSIFICATION OF STUDENTS

For enrollment in the Sophomore Class, a student must have passed 40 quarter hours of work; in the Junior Class, 80 quarter hours; the Senior Class, 130 quarter hours.

GRADE REPORTS

At mid-quarter a report is sent to each student at his college address and to the parents or guardians of the freshmen and sophomores. At the close of each quarter, a report of the student's work is sent directly to the parent or guardian.

During the quarter the Dean may send special notices to parents and guardians of students doing unsatisfactory work.

ORIENTATION WEEK

The first week preceding classes in the Fall Quarter is known as "Orientation Week." All new students are expected to report on the first day of this week for in-processing. The dormitories are open and the noon meal is served in the College dining room.

PLACEMENT TESTS: During Orientation Week all freshmen are required to take general placement tests. These tests aid the administration in its counseling service and facilitates the placing of students in appropriate class sections. Any student without a satisfactory reason for missing a test will be charged \$2.00 for each make-up.

ORIENTATION OF TRANSFERS: Transfer students classified as freshmen are to report to the college at the same time as do other new students. All features of the Orientation Program which apply to beginning freshmen students, with the possible exception of placement tests, apply equally to all new students who come to North Georgia College with an insufficient number of transfer credits to be classified as sophomores.

MINIMUM ACCEPTABLE ACADEMIC PERFORMANCE

The following provisions constitute the minimum scholastic performance, exclusive of the basic military science and required physical education, under which students can remain in the college. A student may, however, be dismissed for deficiencies in scholarship even though not automatically excluded by the following provisions.

(1) A student must earn credit in at least one five-hour course to be eligible to register for the succeeding quarter.

(2) Any student who earns less than ten quarter hours credit and fifteen quality points shall be placed on probation for the following quarter.

(3) While on academic probation, any student who earns fewer than 10 hours credit and 15 quality points shall not be eligible to register for the following quarter.

(4) If a student remains on academic probation for three successive quarters and fails to remove himself from probation at the end of the third quarter, he will not be eligible to re-enter the following quarter. Should he be permitted to return after one quarter of academic suspension and not remove himself at the end of this quarter, he will be permanently excluded.

(5) A student on probation must remove the probationary status while officially enrolled and attending classes at North Georgia College.

(6) A student on probation at the close of the Spring Quarter must attend Summer School at North Georgia College if he wishes to be enrolled for the Fall Quarter.

(7) Students who fail to meet the above regulations because of illness or because of an approved sub-normal load may receive such special consideration as their cases merit.

(8) Academic probation is removed by passing 15 quarter hours in one quarter with at least 30 earned quality points in the same quarter.

(9a) After a student has achieved 40 quarter hours and if his grade-point average is below 1.5, his name will be sent to the Academic Review Committee where his academic record will be reviewed. Upon recommendation of the Academic Review Committee, a student may be placed on academic probation.

(9b) After a student has achieved 80 quarter hours and if his grade-point average is below 1.7, his name will be sent to the Academic Review Committee where his academic record will be reviewed. Upon recommendation of the Academic Review Committee, a student may be placed on academic probation.

(9c) After a student has achieved 130 quarter hours and if his grade-point average is below 1.7, his name will be sent to the Academic Review Committee where his academic record will be reviewed. Upon recommendation of the Academic Review Committee, a student may be placed on academic probation.

If a student in any of the categories described in section 9 does not make satisfactory progress toward the degree, he may be dropped from

the rolls of the college upon recommendation of the Academic Review Committee.

(10) Work undertaken at another institution by a student under academic suspension cannot be transferred at a later date for credit toward a degree at North Georgia College.

STUDENT LOAD

A normal or average schedule for a freshman or sophomore is fifteen hours. This does not include basic military science and physical education.

The normal or average schedule of class work for juniors and seniors is eighteen quarter hours.

A freshman student whose high school record and entrance tests indicate inadequate preparation will be required to carry a reduced load as long as deemed necessary.

WORK-LOAD VARIATIONS

A student wishing to carry a schedule other than the normal load may file a written request with the Registrar for:

- (1) Fewer than 10 academic hours, exclusive of Basic Physical Education and Basic Military Science.
- (2) An increase in the normal load when there is difficulty in making up a practical schedule or when a satisfactory program demands it.
- (3) In no case will the college authorize a load in excess of 21 quarter hours, exclusive of Basic Physical Education and Basic Military Science.
- (4) Except for senior students whose schedule is required for anticipated graduation, no overloads will be authorized for students who do not have the 2.0 grade point average.

A student who reduces his load to fewer than five hours, exclusive of basic military science and physical education after the quarter has begun, will be withdrawn from the institution. This regulation does not apply to Special Students.

REDUCTION OF CREDIT

After a student has earned 130 quarter hours credit, the following credit reduction applies to certain lower-division courses:

- (1) Only three (3) quarter hours credit may be earned in any of the following courses: Biology 101, 102; Chemistry 101, 102; English 101, 102, 203, 204, 205, 206; History 101, 102, 103; Mathematics 101, 102, 113H; Physics 101, 102.

- (2) This rule does not apply to students repeating the courses listed above or to teachers-in-service.
- (3) Exceptions are made only with the approval of the Dean.

CLASS ATTENDANCE

Regular class attendance is expected of all students. Excused absences are permitted when emergencies arise and undue hardship is experienced by the student in attending class or assembly. The Commandant of Cadets or the Dean of Women grant permission to men or women students, respectively, to be absent from class or assembly when the student is traveling as a representative of the college; for illness certified by a physician; when there is a critical situation developing within a student's family; and where a student is on special study approved by the Dean or President of the College.

When absences occur, the student is responsible to his or her instructor for making up the work missed.

Each student is allowed one unexcused absence per credit quarter hour. An instructor may reduce a student's grade by not more than two points for each unexcused absence in excess of this number. Should a student have more than two unexcused absences per credit quarter hour, he may be dropped from the class roll with a failing grade.

Students who are unexcused on days of scheduled tests may be allowed to make up these tests if their professor concurs.

Students who cut on a day before or after a scheduled holiday will be subject to a double cut.

This class attendance policy includes class cuts from all academic subjects in which credit hours are given including physical education and military classes. However, this proposal does not include military drill.

ELIGIBILITY FOR EXTRA-CURRICULAR ACTIVITIES

To be eligible for intercollegiate and off-campus extra-curricular activities, the student must pass during the preceding quarter, with an average of C, at least ten of the fifteen hours of a normal course load.

The special eligibility requirements for editor or business manager of student publications is an average of C for the preceding quarter. This applies both for appointment and for continued tenure.

TRANSIENT STUDENT PERMISSION

Any student not having reached Senior status may apply to the Office of the Registrar in writing for authorization to complete certain courses in another college or university as a transient student. This application

must be approved by the Registrar before enrollment in the course. If a major sequence has been chosen, the permission must be approved by the Head of the Department concerned. Transient student permission will not be granted to students on academic probation or for the purpose of repeating courses.

REQUIREMENTS FOR GRADUATION

For interpretation of the requirements for graduation, the student is urged to seek advice from his academic adviser or from the Office of the Registrar. It is the responsibility of the student to be familiar with these requirements for graduation.

CORE CURRICULUM

North Georgia College, as a unit of the University System, has implemented the University System Core Curriculum and all NGC students must fulfill the requirements of the Core Curriculum in order to satisfy requirements for the degree. The Core Curriculum is divided into four basic areas:

- I. Humanities, including, but not limited to, grammar and composition and literature 20 hours

The following courses may fulfill requirements for this area.

English 101-102 or 105H*: English 203-204 or English 205-206.

*Students who choose the Honors Course in English may complete the twenty-hour requirement for Humanities by substituting one five-hour course in Language, one five-hour elective in English, not including Drama 211 (Speech), or Art 252.

- II. Mathematics and the natural sciences, including, but not limited to, mathematics and a 10-hour sequence of laboratory courses in the biological or physical sciences 20 hours

The following courses may be considered to fulfill the requirements in Math: Math 101, 102, 113H.

The 10-hour science requirement must be taken in sequence and may be fulfilled by any of the following block of courses:

Biology 101-102; Chemistry 101-102 or Chemistry 121-122; Physics 101-102; Physics 223-224; or Physics 223-225.

In order to complete 20 quarter hours the student may take

any additional five-hour course in Biology, Chemistry, Physics, or Math at the 100 or 200 level.

- III. Social sciences, including, but not limited to, history and American Government 20 hours

The following courses may fulfill requirements in this area:

100-200 level courses in History; Political Science 101; Sociology 100, 205; Psychology 101; Economics 151, 152.

- IV. Courses appropriate to the major field of the individual student 30 hours

LANGUAGE REQUIREMENTS

Language, where required for the degree, unless so stated elsewhere, should be started by the beginning of the second year. Any language exemptions earned through high school language credit may be allowed for additional electives.

Bachelor of Arts Degree: The modern language requirement is twenty quarter hours in one language.

Bachelor of Science Degree with a major in biology, chemistry, mathematics, physics, or psychology: The modern language requirement is fifteen quarter hours in one language.

Bachelor of Science Degree in Business Administration: See Business Administration Requirements.

Students offering two high school units in a foreign language will be admitted to the third course (211) of that language, thereby reducing the foreign language requirements to ten quarter hours in college (211 and 212). If the student wishes to take the 101 and 102 sequence in his high school language he will get no credit for these courses.

The student is advised to commence fulfillment of the language requirement as soon as possible. Failure to do so may lead to a delay in graduation, since the sequence of language courses is not offered from the beginning level every quarter, and a failing grade in any given course may therefore delay a student as much as one year in some cases.

MAJORS AND MINORS

By the time a student has accumulated ninety quarter hours credit and 180 quality points, he should have decided upon a major field of study. At least fifty quarter hours credit must be successfully completed in this field. Courses required in the basic curriculum may not be used in the major field of study.

Within the major field and under the direction of the department head, the student selects a departmental major of at least thirty quarter hours and a closely-related departmental minor of at least twenty quarter hours.

The student must maintain a minimum average of 2.00 in his field of study and take at least fifteen hours in his major subject in the senior year.

In the major field, both required and elective courses must be approved by the student's adviser and by the Dean. The program then becomes a requirement for the degree. All approvals must be in writing and filed in the Office of the Registrar.

No major or minor may be changed without written recommendation from the major professor and approval by the Dean. Such changes will usually not be permitted later than the third quarter of the junior year. The change will probably result in loss of credit required for the degree and may necessitate an additional quarter or more to meet the outlined requirements of the proposed new program.

CANDIDACY FOR THE DEGREE

Membership in the Senior Class does not within itself imply candidacy for the degree. Before the degree can be conferred all indebtedness to the college must be met and published requirements for the particular degree fulfilled. Responsibility for meeting these requirements rests upon the student, and each candidate should check his program for graduation with the Registrar and also the Dean of the College. A final check with each official should be made at the beginning of the student's last quarter. Formal written application for the degree must be filed with the Registrar at least six weeks before the student expects to complete the outlined degree requirements. Special forms for this application may be secured from the Registrar.

a. For the Bachelor of Arts or the Bachelor of Science degree the student must complete the requirements of the core curriculum, must fulfill the major and minor requirements, and offer sufficient approved elective courses to bring the total number of credit hours to at least 185, excluding basic physical education and basic military science, but to include for all cadets 18 hours in advanced military science.

Married women are excused from basic physical education.

b. A Georgia law requires that all candidates for a degree from an institution supported by public funds shall pass an examination "of the History of the United States and the History of Georgia," and an examination "upon the provisions and principles of the United States Constitution and the Constitution of Georgia." The Social Science Department will administer these examinations upon written request from the student and

at such time and place as convenient to the student and the Department. However, the requirements for instruction in the above areas can be met by satisfactorily completing Political Science 101 (for the state and national Constitutions) and History 100 (for the state and national history).

c. A student must complete a minimum of 45 quarter hours in residence during the three quarters prior to graduation.

d. Graduation depends upon quality of work done as well as quantity. A student must have a minimum grade point average of 2.0 on all work presented for graduation, including basic physical education and basic military science. A minimum average of C must be maintained during the last three quarters, regardless of the number of quality points previously earned. Not more than twenty-five per cent of the credits for graduation may be of D grades.

e. No student may be declared a graduate of the college until all requirements for entrance and for graduation have been met, the degree conferred, and the diploma awarded. Each candidate must be present at graduation unless excused in writing by the Dean.



A review of this 1971-72 catalog of North Georgia College will reveal that NGC has come a long way since June 1925 and the days of the old North Georgia Agricultural College. But all this while, and since its beginning in 1873, NGAC or NGC has remained true to the principles established by its founders. It is still an outstanding institution of higher learning, and remains coeducational, liberal arts oriented and essentially military.

Some Facts About Dahlonega and N.G.A.C.

Dahlonega is one of the oldest towns in Georgia.

Over \$3,000,000.00 worth of pure gold has been mined here.

Dahlonega's present courthouse was built in 1836.

The main building of this college stands on the foundation of an old United States gold mint.

Dahlonega is the home of the *Dahlonega Nuggett*, a small paper edited by Mr. W. B. Townsend, and famous throughout the United States.

Dahlonega is on the National Highway between Atlanta and Asheville, N. C.

This college completes its fifty-second session in June, 1925.

N. G. A. C. is the oldest branch of the University of Georgia.

The health record at this college is without parallel.

This college has an orchard which, when complete, will have 1,200 trees, representing a great variety of fruits.

This college offers the only mining course given in the State of Georgia.

Over 7,000 young people of this State have received part, and in many cases all, of their higher education here.

This college offers five regular collegiate degrees.

This is a wonderful place.

BOOST DAHLONEGA AND N. G. A. C.

COURSES OF STUDY

PRE-PROFESSIONAL PROGRAMS

PRE-LAW: A legal education requires a liberal-arts background of a broad scope. The well-prepared beginning law student may have majored in any one of several subject matter areas, but regardless of his major he will have learned to communicate effectively in written and oral expression. Since the life of the law has been experience, a knowledge of the history of human development is essential. The law is executed through government and a knowledge of political institutions and processes is invaluable. The law is shaped by many social forces, and courses in sociology, psychology, economics and related courses are recommended. In brief, a broad liberal-arts program is preferable to a narrow concentration in a few subject-matter areas.

Most law schools now require an undergraduate degree for admission. Therefore, during the first two years the pre-law student should concentrate on courses leading to a baccalaureate degree. The pre-law adviser will assist the student in selecting courses from the following:

English (20 hours)	Political Science (5 hours)
Science (15 hours)	Psychology (5 hours)
Math (10 hours)	Military (for cadets)
History (10 hours)	Physical Education
Language (see catalogue requirements on page 52)	

The pre-law student is expected to declare a major after the first two years of study.

PRE-MEDICINE: The pre-medical student may earn a degree in any field of concentration offered at North Georgia College. Normally the pre-medical curriculum requires a minimum of 75 quarter hours of physical science in order to satisfy requirements for admission to medical college. However, pre-medical students are urged to develop strong backgrounds in the humanities and social sciences.

A student may apply for admission to medical college at the end of three years, provided minimum requirements for admission have been satisfied. Preference is given, however, to those students who have completed a baccalaureate program. The pre-medical course of study is provided to allow those students admitted to an accredited medical college at the end of three years to use credits earned during the first year of medical college to complete requirements for a degree from North Georgia College. Students who are admitted to medical college after four years must meet all requirements for a degree at North Georgia College. The pre-medical program is designed to provide counseling and to aid students in preparing for a medical career, and is not an academic major.

Specific courses for the pre-medical student will be assigned by the pre-medical adviser during the freshman and sophomore years. Courses will be assigned by the student's major professor, with the approval of the pre-medical adviser, during the junior and senior years.

GENERAL EDUCATION REQUIREMENTS:

Physical Education (Basic Military for Cadets); English 101-102 or 105H; English 203-204 or 205-206; History 101, 102, 103 (any two); Political Science 101; Psychology 101; Biology 101-102, 220.

LANGUAGE REQUIREMENT: French or German, 15 hours. See Page 52.

OTHER REQUIREMENTS: Chemistry 121, 122, 123, 204, 331, 332, 333 or 340; Physics 223, 224, 225; Biology 321, 400 or 401; Advanced Military Science (Cadets) (9 hours); History 100*.

*This requirement can be satisfied by successful passing of an examination on American and Georgia history administered by the Department of Social Science.

PRE-MEDICAL TECHNOLOGY: North Georgia College offers a standard three-year pre-medical technology program. The college is affiliated with several hospitals whose schools of medical technology are approved by the American Society of Clinical Pathologists. After the satisfactory completion of the required year of training in one of these schools and after passing the examination given by the Registry of Medical Technologists, North Georgia College will grant the Bachelor of Science Degree.

GENERAL EDUCATION REQUIREMENTS:

Physical Education (Basic Military for Cadets); English 101-102 or 105H; English 203-204 or 205-206; History 101, 102, 103 (any two); Political Science 101; Physics 223, 224; Psychology 101; Mathematics 101-102 or 113H.

LANGUAGE REQUIREMENT: German or French 101-102-211 or 211-212. See Page 52.

MAJOR COURSES:

Biology 101-102, 220, 221, 320, 321, 324.

MAJOR FIELD:

Chemistry 121, 122, 123, 200, 204 (Chemistry 101-102 may be substituted for 121-122 as determined by placement test).

OTHER REQUIREMENTS: Advanced Military Science (Cadets) (18 hours), and History 100*.

*This requirement can be satisfied by successful passing of an examination on American and Georgia history administered by the Department of Social Science.

SENIOR PRE-MEDICAL TECHNOLOGY: A student having completed the program outlined above, and who remains at North Georgia College for the fourth year, should complete a major in biology or chemistry and take other courses as advised by the faculty head of the department in which the student has selected a major. At least 45 quarter hours must be completed during the senior or fourth year.

TWO-YEAR PRE-PROFESSIONAL ALLIED HEALTH PROGRAMS

North Georgia College offers two-year pre-professional work in the following Allied Health programs: Dental Hygiene, Medical Records, Nursing, Physical Therapy, and Radiology. The following courses may be transferred for further work in these disciplines.

DENTAL HYGIENE

GENERAL REQUIREMENTS:

Biology 101, 102; Chemistry 101, 102; English 101, 102 or 105H; English 203, 204 or 205, 206; History 100, 101, 102; Mathematics 101, 102 or 113H; Political Science 101; Psychology 101; Electives 15 hours.

MEDICAL RECORDS

GENERAL REQUIREMENTS:

Biology 101, 102, 220; Chemistry 101; English 101, 102 or 105H; English 203, 204 or 205, 206; Foreign Language 10 hours; History 100, 101, 102; Mathematics 101, 102, or 113 H; Political Science 101; Psychology 220; Electives 10-25 hours.

NURSING

GENERAL REQUIREMENTS:

Biology 101, 102, 323; Chemistry 101, 102, 200; English 101, 102, or 105H; English 203, 204 or 205, 206; History 101, 102; Mathematics 101; Political Science 101; Psychology 101; Sociology 100; Electives 20 hours.

PHYSICAL THERAPY

GENERAL REQUIREMENTS:

Biology 101, 102, 323; Chemistry 121, 122, 123; English 101, 102 or 105H; English 203, 204 or 205, 206; History 101, 102; Mathematics 101; Psychology 101; Physics 223; Electives 15 hours.

PRE-DENTAL (TWO YEARS)

The minimum requirements for admission to dental school are at least 90 quarter hours.

GENERAL REQUIREMENTS:

English 101-102 or 105H; English 203-204 or 205-206; Biology 101-102; Math. 101-102; Chemistry 121-122, 230; Physics 101-102 or 123-124; Electives to complete 90 hours.

PRE-PHARMACY (TWO YEARS)

GENERAL REQUIREMENTS:

English 101-102 or 105H; English 203-204 or 205-206; Mathematics 101, 102 or 113H; Chemistry 121, 122, 123; History 100; Political Science 101; Business Administration 151.

OTHER REQUIREMENTS:

Biology 101-102; Physics 223, 225; Electives to complete 90 hours.

PRE-FORESTRY

Pre-forestry students should be advised by the Biology faculty from the first year.

DEPARTMENT OF BIOLOGY**MAJOR IN BIOLOGY****GENERAL EDUCATION REQUIREMENTS:**

Physical Education (Basic Military for Cadets); English 101-102 or 105H; English 203-204 or 205-206; History 101, 102, 103 (any two); Math. 101-102 or 113H; Political Science 101; Psychology 101; Physics 223, 224 or 225.

LANGUAGE REQUIREMENT: German or French 101-102-211 or 211-212. See Page 52.

MAJOR COURSES: Biology 101-102, 220, 221, 222, 320, 321, 401, plus two courses (10 hours) chosen under the direction of the Head of the Department.

MINOR FIELD: Chemistry 121-122 (or 101-102)*, 123 and 331, 332 or 230, 311.
*As determined by Chemistry Placement Test.

OTHER REQUIREMENTS: Advanced Military Science (Cadets) (18 hours); History 100**.

**This requirement can be satisfied by successful passing of an examination on American and Georgia history administered by the Department of Social Science.

ELECTIVES: Students will offer specific approved elective courses to bring the total number of credit hours to at least 185, exclusive of basic military science (for Cadets) and physical education.

Biology majors must take the Graduate Record Examination.

A MINOR IN BIOLOGY

A minor in biology consists of Biology 101, 102, 220, 221, 320, and one other course as approved by the Head of the Department. Any deviation from this must be approved by both major and minor professors.

SECONDARY TEACHER EDUCATION PROGRAM IN BIOLOGY**GENERAL EDUCATION REQUIREMENTS:**

English 101-102 or English 105H; English 203-204 or English 205-206; History 100 and History 101, 102, 103 (any two); Political Science 101; Psychology 101; Physics 223; General Biology 101-102; Mathematics 101-102.

LANGUAGE: German or French preferred; Spanish.

AREA OF CONCENTRATION:

Biology:

Invertebrate Zoology 220; Botany 221 and 222; Genetics 320; Comparative Vertebrate Anatomy 321; Entomology 325.

Chemistry:

General Chemistry 121, 122*; (or 101-102); Qualitative Analysis 123; Organic Chemistry (Brief Course) 230.

PROFESSIONAL EDUCATION REQUIREMENTS:

Education 204 (Introduction to Education); Education 305 (Educational Psychology); Education 311c (High School Curriculum); Education 421c (Methods and Materials for High School Grades); Education 431c (Student Teaching in High School).

OTHER REQUIREMENTS: Physical Education (Basic Military for Cadets); Biology 310a, b, c** and electives to bring total number of credit hours to at least 185 hours.

*Chemistry 101-102 may be substituted for Chemistry 121-122 on the basis of a departmental test.

**A Course in Laboratory Practices. The student serves as a regular departmental laboratory assistant. For each two hours served in the laboratory he receives one quarter-hour credit. One quarter-hour credit will also be earned for one hour of lecture-discussion on laboratory practices and procedures. Ordinarily, the student will earn two quarter-hours per quarter for three quarters.

COURSES IN BIOLOGY

101. GENERAL BIOLOGY. 5 hours
Fall, Winter, Spring and Summer Quarters.

An introductory course presenting the fundamental principles of plant life with special emphasis placed on cellular organization and control and the evolutionary and ecological relationships of the major plant phyla. Laboratory work includes the microscopic study of cell structure and cell division, demonstration of molecular motion in biological systems, and a brief survey of the major plant groups. Four lectures and one two-hour laboratory per week.

102. GENERAL BIOLOGY. 5 hours
Fall, Winter, Spring and Summer Quarters.
 Prerequisite: Biology 101.

A survey of the structural, functional, evolutionary and ecological relationships in the major animal phyla with emphasis on the study of the body systems, inheritance, and development of man. Laboratory work includes a survey of the vertebrates, dissection of a vertebrate, and experiments in human physiology. Four lectures and one two-hour laboratory per week.

220. INVERTEBRATE ZOOLOGY. 5 hours
Fall, Spring and Summer Quarters.
 Prerequisites: Biology 101 and 102 or by permission of Head of Department.

This course precedes other upper-level courses in the department. The structure and activities of lower animals will be stressed. The student will acquire dissection techniques and a knowledge of the phylogenetic relationships of the invertebrate animals. Three lectures and two two-hour laboratory periods per week.

221, 222. BOTANY. 5, 5 hours
Fall and Winter Quarters.

Prerequisite: Biology 101 or by permission of Head of Department.

A survey of the plant kingdom with emphasis upon the economic plants. Botany 221 deals primarily with the structure and physiology of seed-bearing plants. Botany 222, a continuation of Botany 221, places emphasis on development, reproduction, and relationships. Four hours of lecture and one two-hour laboratory period each week.

301. **LOCAL FLORA (Botany)** 5 hours
Spring Quarter. Prerequisites: Biology 221 and 222.
A study in identification and recognition of local plants. Three hours of lecture and two two-hour laboratory periods per week.
320. **GENETICS.** 5 hours
Fall and Winter Quarters. Prerequisite: Biology 102, or by permission of the Head of the Department.
A study of the principles of heredity in plants and animals, with applications to human heredity. Four lectures and one two-hour laboratory period per week.
321. **COMPARATIVE ANATOMY OF THE VERTEBRATES.** 5 hours
Winter Quarter. Prerequisite: Zoology 220.
A course especially for pre-medical students and biology majors, who need preparation for more intensive study of human anatomy. Representative vertebrates will be dissected and studied in the laboratory. Three lectures and two three-hour laboratory periods per week.
323. **HUMAN ANATOMY AND PHYSIOLOGY.** 5 hours
Fall Quarter. Prerequisite: Biology 220.
A systematic study of the structure and function of the human body. Laboratory study includes anatomical study of the human skeleton, dissection of the Rhesus monkey, and experiments on the physiology of the muscular, circulatory, respiratory, digestive, and nervous systems. Three lectures and two two-hour laboratories per week.
324. **INTRODUCTORY MICROBIOLOGY.** 5 hours
Fall Quarter. Prerequisites: Two courses in Chemistry; and Biology 221.
An introduction to the principles of microbiology. The course is designed for students in the pre-professional medical programs and biology majors. The laboratory phase consists of experiments selected to develop proficiency in the microbiological techniques. Three lectures and two two-hour laboratory periods per week.
325. **ENTOMOLOGY.** 5 hours
Spring Quarter. Prerequisite: Biology 220.
A study is made of the insects and related arthropods as they affect the public health and animal and plant industry. This course is planned for biology majors, especially those who may wish to go into public health work. Three lectures and two, two-hour laboratory periods per week.
326. **ECOLOGY.** *Spring Quarter.* 5 hours
A study of plants and animals in their relations to each other and to the physical and chemical factors of the environment. Three lectures and two two-hour laboratory periods per week.
400. **ANIMAL HISTOLOGY.** 5 hours
Winter Quarter. Prerequisite: Biology 321.
A study of the germ cells and early development stages of vertebrate groups. Laboratory work involves the microscopic study of vertebrate tissues. In addition, each student will use a number of microanatomic techniques to prepare a series of animal tissue slides. Three lectures and two two-hour laboratory periods per week.

401. GENERAL EMBRYOLOGY.**5 hours***Spring Quarter.* Prerequisite: Biology 321.

A study of the germ cells and early development stages of vertebrates. Emphasis is placed on organology of the chick, pig, and man. Three lectures and two two-hour laboratory periods per week.

410, a, b, c. . . INDEPENDENT STUDIES.**1 hour**

Offered on a voluntary basis to qualified biology majors during the junior and senior years by permission of the Head of the Department. The student will pursue advanced study under the supervision of a staff member.

410, E INDEPENDENT STUDIES.**1 hour**

Offered only to selected biology majors who have taken or are taking Biology 326 (Ecology).

DEPARTMENT OF BUSINESS ADMINISTRATION

The general purpose of the Department of Business Administration is to provide a program of both liberal and specialized education that will prepare our students for beginning useful careers as business leaders or high school teachers.

The specific purposes of the Department of Business Administration are: 1. To provide the knowledge and analytical techniques that are essential to successful employment after graduation. 2. To develop within the student the ability to work with and to lead others. 3. To prepare students for the successful pursuit of graduate study in business administration, accounting, economics, office management, management, or business education.

BACHELOR OF BUSINESS ADMINISTRATION DEGREE

Students enrolling in the Department of Business Administration have the option of pursuing a program of studies leading to the Bachelor of Business Administration Degree with a major in accounting, economics, management, or secretarial and office administration; or leading to the Bachelor of Science Degree with a major in Business Education; or to a two-year or one-year proficiency certificate in Secretarial Science.

MAJOR IN ACCOUNTING

Designed to include instruction in basic accounting principles and practices involved in analysis of costs, profits, financial status, and financial trends in an enterprise and to prepare the student for the successful pursuit of a career in private, public, or governmental accounting.

GENERAL EDUCATION REQUIREMENTS:

Physical Education (Basic Military for Cadets); English 101-102 or 105H; English 203-204 or 205-206; History 101, 102, 103 (any two); Political Science 101; Science, 15 hours; Mathematics 101-102 or 113H.

MAJOR COURSES: Business Administration 302, 340, 350, 360, 362, 380, 385, 390, 395, 420, 425, 426, 460, 465, and 490.

OTHER REQUIREMENTS: Business Administration 151, 152, 206, 207, and 216; Advanced Military Science (Cadets) (18 hours); History 100* or Business Administration 210.

*This requirement can be satisfied by successful passing of an examination on American and Georgia history administered by the Department of Social Science.

ELECTIVES: Students will offer specifically approved elective courses to bring the total number of credit hours to at least 185, exclusive of basic military science (for Cadets) and physical education.

MAJOR IN ECONOMICS

The purpose of this program is to equip the student with a broad background in economics to provide the foundation for professional careers in business or a basis for graduate study in economics.

GENERAL EDUCATION REQUIREMENTS:

Physical Education (Basic Military for Cadets); English 101-102 or 105H; English 203-204 or 205-206; History 101, 102, 103 (any two); Political Science 101; Science, 15 hours; Mathematics 101-102 or 113H.

MAJOR COURSES: Business Administration 302, 340, 350, 360, 362, 370, 375, 420, 445, 450, 460, 465, 480, and 490.

OTHER REQUIREMENTS: Business Administration 151, 152, 206, 207, and 216; Advanced Military Science (Cadets) (18 hours); History 100*.

*This requirement can be satisfied by successful passing of an examination on American and Georgia history administered by the Department of Social Science.

ELECTIVES: Students will offer specifically approved elective courses, preferably in foreign language, to bring the total number of credit hours to at least 185, exclusive of basic military science (for Cadets) and physical education.

MAJOR IN MANAGEMENT

This program is structured to provide the student with a background in the broad field of business and industrial management without requiring him to specialize in a particular functional area of management.

GENERAL EDUCATION REQUIREMENTS:

Physical Education (Basic Military for Cadets); English 101-102 or 105H; English 203-204 or 205-206; History 101, 102, 103 (any two); Political Science 101; Science, 15 hours; Mathematics 101-102 or 113H.

MAJOR COURSES: Business Administration 302, 340, 350, 360, 362, 420, 435, 460, 465, 480, 490, and 495.

OTHER REQUIREMENTS: Business Administration 151, 152, 206, 207, and 216; Advanced Military Science (Cadets) (18 hours); History 100* or Business Administration 210.

*This requirement can be satisfied by successful passing of an examination on American and Georgia history administered by the Department of Social Science.

ELECTIVES: Students will offer specifically approved elective courses to bring the total number of credit hours to at least 185, exclusive of basic military science (for Cadets) and physical education.

MAJOR IN SECRETARIAL AND OFFICE ADMINISTRATION

The purpose of this program is to prepare students for secretarial and office careers to satisfy the expanding demand for college trained secretarial employees equipped to assume executive responsibilities in the office.

GENERAL EDUCATION REQUIREMENTS:

Physical Education (Basic Military for Cadets); English 101-102 or 105H; English 203-204 or 205-206; History 101, 102, 103 (any two); Mathematics 101 or 113H; Political Science 101; Science, 15 hours.

MAJOR COURSES: Business Administration 302, 312, 314, 315, 320, 321, 322, 350, 362, 418, 420, 424, 460, 465, 480, 490, and 495.

*This requirement can be satisfied by successful passing of an examination on American and Georgia history administered by the Department of Social Science.

OTHER REQUIREMENTS: Business Administration 151, 152, 206, 207, and 216; Advanced Military Science (Cadets) (18 hours); History 100*.

ELECTIVES: Students will offer specifically approved elective courses to bring the total number of credit hours to at least 185, exclusive of basic military science (Cadets) and physical education.

MINOR IN ECONOMICS

A minor in economics will consist of Business Administration 151, 152, 370, 375, and 350 or 440 or 445 or 450 or 490.

BUSINESS EDUCATION PROGRAMS

The objective of these programs is to prepare teachers of business subjects for high schools. The program for comprehensive certification is designed to prepare well-qualified teachers of all high school business subjects including shorthand. The program for bookkeeping and business management certification is designed to prepare well-qualified teachers of all high school business subjects with the exception of shorthand. Each program provides an appropriate balance of general education, business administration content, secretarial or clerical skills, and professional education courses. Both programs meet the certification requirements of the State Department of Education, and the graduate will be eligible for the T-4 Certificate.

SECONDARY TEACHER EDUCATION PROGRAM IN BUSINESS EDUCATION FOR COMPREHENSIVE CERTIFICATION

For students wishing to teach high school business subjects, including shorthand.

GENERAL EDUCATION REQUIREMENTS:

Physical Education; English 101-102 or English 105H; English 203-204 or English 205-206; History 101, 102, 103 (any two); Political Science 101; Science (A sequence of two courses in Biology, Chemistry, or Physics); Mathematics 101-102 or Mathematics 113H.

PROFESSIONAL EDUCATION REQUIREMENTS:

Education 204 (Introduction to Education); Education 305 (Educational Psychology); Education 311c (High School Curriculum); Education 421c (Methods and Materials for High School Grades); Education 431c (Student Teaching in High School).

TEACHING MAJOR REQUIREMENTS:

Business Administration 312*-314-315 (Typewriting); Business Administration 321-322 (Shorthand); Business Administration 362 (Business Law); Business Administration 418 (Office Machines); Business Administration 424 (Secretarial and Office Practice).

OTHER REQUIREMENTS:

Business Administration 151 (Principles of Economics); Business Administration 206-207 (Principles of Accounting); Business Administration 216 (Business Communications); History 100** (History of Georgia) or Business Administration 210 (Electronic Data Processing); Business Administration 420 (Business Organization and Management).

ELECTIVES: Advanced Military and electives*** (Cadets), and electives*** (women and non-military men) to provide a total of 189 quarter hours, exclusive of basic military and physical education for the Cadets and 185 quarter hours, exclusive of physical education for women and non-military men.

*Not open to students having more than one year of high school credit in typewriting.

**This requirement may be met by special examination.

***To include two electives from Business Admin. 350, Business Admin. 421, and English 211, or Psychology 101.

SECONDARY TEACHER EDUCATION PROGRAM IN BUSINESS EDUCATION FOR BOOKKEEPING AND BUSINESS MANAGEMENT

For students wishing to qualify to teach high school business subjects other than shorthand.

GENERAL EDUCATION REQUIREMENTS:

Physical Education; English 101-102 or English 105H; English 203-204 or English 205-206; History 101, 102, 103 (any two); Political Science 101; Science (Sequence of two courses in Biology, Chemistry or Physics); Math 101-102 or Math 113H.

PROFESSIONAL EDUCATION REQUIREMENTS:

Education 204 (Introduction to Education); Education 305 (Educational Psychology); Education 311c (High School Curriculum); Education 421c (Methods and Materials for High School Grades); Education 431c (Student Teaching in High School).

TEACHING MAJOR REQUIREMENTS:

Business Administration 312*-314-315 (Typewriting); Business Administration 340 (Mathematics of Business and Economics); Business Administration 362 (Business Law); Business Administration 418 (Office Machines); Business Administration 420 (Business Organization and Management).

OTHER REQUIREMENTS:

Business Administration 151 (Principles of Economics); Business Administration 206-207 (Principles of Accounting) and Business Administration 380 (Intermediate Accounting); Business Administration 216 (Business Communications); History 100** (History of Georgia) or Business Administration 210 (Electronic Data Processing).

ELECTIVES: Advanced Military and electives*** (Cadets), and electives*** (women and non-military men) to provide a total of 185 quarter hours, exclusive of basic military and physical education for Cadets and 185 quarter hours, exclusive of physical education for women and non-military men.

*Not open to students with more than one year of high school credit in typewriting.

**This requirement may be met by special examination.

***To include two electives from Business Admin. 210, Business Admin. 350, Business Admin. 421, Business Admin. 495, Business Admin. 465, Business Admin. 480, Psychology 101, or English 211.

PROFICIENCY CERTIFICATES IN SECRETARIAL SCIENCE

To meet the needs of more students who desire to prepare for stenographic or secretarial positions, and who are not presently planning to complete four years of college, but who desire to pursue credit courses that are applicable to a Bachelor's degree program, the following Secretarial Science programs are provided.

TWO-YEAR SECRETARIAL SCIENCE PROGRAM

FIRST YEAR

FALL QUARTER		WINTER QUARTER	
	Hours		Hours
Eng. 101 or 99* (Grammar and Composition or Remedial English)	5-0	Eng. 101 or 102 (Grammar and Composition)	5
Math 101 or 99* (College Math or Intermediate Algebra)	5-0	Psy. 101 (General Psychology)	5
BA 112 (Beginning Typewriting)**	2	BA 114 (Intermediate Type-writing)	2
BA 120 (Beginning Shorthand)**	5	BA 121 (Intermediate Shorthand)	5
	17-7		17

SPRING QUARTER

	Hours
BA 115 (Advanced Typewriting)	2
BA 122 (Advanced Shorthand)	5
BA 118 (Office Machines)	5
Pol. Sci. 101 (American Govt.)	5
	17

SECOND YEAR

FALL QUARTER		WINTER QUARTER	
	Hours		Hours
BA 151 (Principles of Econ.)	5	BA 152 (Principles of Econ.)	5
BA 206 (Principles of Acct.)	5	BA 207 (Principles of Acct.)	5
BA 216 (Business Communications)	5	Elective	5
	15		15

SPRING QUARTER

	Hours
BA 210 (Data Processing)	5
BA 224 (Advanced Secretarial Practice)	5
Elective	5
	15

*English 99 and Math 99 are acceptable for the Two-Year Proficiency Certificate in Secretarial Science. Students desiring to apply credits toward a bachelor's degree must complete English 101 and Math 101.

**Students presenting high school credit in shorthand and/or typewriting may substitute other approved courses for such secretarial courses as are replaced.

Upon the successful completion of this program, the student will be awarded a Two-Year Proficiency Certificate in Secretarial Science.

ONE-YEAR SECRETARIAL SCIENCE PROGRAM**FALL QUARTER**

	Hours
Eng. 101 or 99* (Grammar and Composition or Remedial English)	5-0
Math 101 or 99* (College Math or Intermediate Algebra)	5-0
BA 112 (Beginning Typewriting)**	2
BA 120 (Beginning Shorthand)**	5
	17-7

WINTER QUARTER

	Hours
BA 206 (Principles of Acct.)	5
BA 216 (Business Communications)	5
BA 114 (Intermediate Typewriting)	2
BA 121 (Intermediate Shorthand)	5
	17

SPRING QUARTER

	Hours
BA 219 (Data Processing)	5
BA 115 (Advanced Typewriting)	2
BA 122 (Advanced Shorthand)	5
BA 218 (Office Machines)	5
	17

*English 99 and Math 99 are acceptable for the One-Year Proficiency Certificate in Secretarial Science. Students desiring to apply credits toward a college degree must complete English 101 and Math 101.

**Students presenting high school credit in shorthand and/or typewriting may substitute other approved courses for such secretarial courses as are replaced.

Upon the successful completion of this program, the student will be awarded a One-Year Proficiency Certificate in Secretarial Science.

COURSES IN BUSINESS ADMINISTRATION**151. PRINCIPLES OF ECONOMICS.**

5 hours

Fall, Winter, and Spring Quarters.

This course provides an introduction to economic analysis by presenting an overall picture of the operation of our economy. Specific topics covered include

economic institutions of American capitalism, employment theory, fiscal policy, money and banking, and economic growth.

152. **PRINCIPLES OF ECONOMICS.** 5 hours
Fall, Winter, and Spring Quarters. Prerequisite: Business Admin. 151.

A study of economics which concentrates on the determination of prices in competitive and monopolistic markets, distribution of income along functional lines, international trade, and comparative economic systems.

206. **PRINCIPLES OF ACCOUNTING.** 5 hours
Fall, Winter, and Spring Quarters.

An introductory course in standard accounting practice. Recognized procedures and conventions are used in recording, analyzing and interpreting financial records. Emphasis is placed on the proprietorship form of business organization. Three lectures and two two-hour laboratories each week.

207. **PRINCIPLES OF ACCOUNTING.** 5 hours
Fall, Winter, and Spring Quarters. Prerequisite: Business Admin. 206.

A continuation of Business Administration 206 with emphasis on the partnership and corporate forms of business organizations. In addition, manufacturing operations and further analytical processes are studied. Three lectures and two two-hour laboratories each week.

210. **ELECTRONIC DATA PROCESSING AND INFORMATION SYSTEMS.** 5 hours
Fall and Spring Quarters.

A study of the basic principles of electronic data processing from the point-of-view of their application to the assembling, storing, and processing of business and economic data appropriate to decision making. Problems in management science necessitating the use of the computer will be programmed and processed.

216. **BUSINESS COMMUNICATIONS.** 5 hours
Fall and Winter Quarters. Prerequisites: English 101 and 102.

Practice in the use of correct and forceful English in writing business letters and reports. Study and analysis of sales, credit, adjustment, application letters and business reports.

302. **ECONOMIC GEOGRAPHY.** 5 hours
Winter and Spring Quarters.

A study of the effects of man's environment on his economic activity. Distribution of the world's physical features, mineral resources, soils, and climates are major topics discussed with emphasis on the world production in agriculture, forestry, mining and manufacturing.

- 112-312. **BEGINNING TYPEWRITING.** *Fall Quarter* 2 hours

An introductory course in typewriting. Major emphasis is given to the techniques of machine operation, speed, accuracy, and continuity and control of movement in the development of usable typewriting skills. Business-letter forms and problem typewriting are introduced.

- 114-314. **INTERMEDIATE TYPEWRITING.** 2 hours
Winter Quarter. Prerequisite: Business Admin. 312.

A continuation of Business Administration 312. Further study of the theory and techniques of typewriting, including a thorough study of business-letter forms, tabulated material, and manuscripts. Successful completion of this course requires a speed of 45 words a minute.

115-315. ADVANCED TYPEWRITING. 2 hours

Spring Quarter. Prerequisite: Business Admin. 314.

A continuation of 314. Major emphasis is on the development of speed and accuracy sufficient for vocational use. Successful completion of this course requires a speed of 60 words a minute.

120-320. BEGINNING SHORTHAND. *Fall Quarter.* 5 hours

The theory of Gregg Shorthand with sufficient practice to develop skill in taking dictation at a speed of 60 words a minute. Personal use as well as vocational values are emphasized. Credit not given until Business Administration 321 is completed.

121-321. INTERMEDIATE SHORTHAND. 5 hours

Winter Quarter. Prerequisite: Business Admin. 320 or equiv.

A continuation of Business Administration 320. Sufficient practice is provided to develop skill in taking dictation at a speed of 80 words a minute.

122-322. ADVANCED SHORTHAND. 5 hours

Spring Quarter. Prerequisite: Business Admin. 321 or equiv.

A continuation of Business Administration 321. Rapid dictation and transcription are the major objectives. A dictation speed of 100 words a minute is required.

330. CONSUMER ECONOMICS. *Spring Quarter.* 5 hours

This course is designed for teachers and those students who desire a detailed study of consumer problems. The more important elements of consumer education are reviewed, including consumer goods, consumers' services, buying problems, consumer organization, problems of personal finance, and well-balanced spending programs.

340. MATHEMATICS OF BUSINESS AND ECONOMICS. 5 hours

Fall and Winter Quarters. Prerequisites: Business Admin. 151, Math 101 and 102.

A study of mathematical topics which have relevance for students whose major is in one of the management-economic areas. Topics included are linear systems, logarithms, mathematics of finance, and differential and integral calculus.

350. PRINCIPLES OF MARKETING. 5 hours

Fall and Winter Quarters. Prerequisites: Business Admin. 151 and 152.

A functional study of market organization designed to introduce the student to the major institutions and basic theories in the field of marketing. Levels of marketing, organizations operations at each level and their functions, price policy, marketing cost, and relative efficiency of various marketing methods are principal topics.

360. PRINCIPLES OF STATISTICS. 5 hours

Winter and Spring Quarters. Prerequisites: Business Admin. 151 and 152.

A course in statistical materials and methods with special reference to the economic applications of these methods. Topics covered will include collection, tabulation, and presentation of data.

362. BUSINESS LAW. *Winter and Spring Quarters.* 5 hours

A study of contracts; sales; bailments; negotiable instruments; the law of employment, partnership, and corporations; and risk-bearing devices. Reference is made to modern legislation affecting business and employers.

370. INTERMEDIATE ECONOMIC ANALYSIS. 5 hours
Fall Quarter. Prerequisites: Business Admin. 151 and 152.
An intensive study of price theory and its uses. Specific topics covered include the theory of demand, the theory of the firm, pricing in competitive and monopolistic markets, and the pricing of economic resources.
375. MACROECONOMIC ANALYSIS. 5 hours
Winter Quarter. Prerequisites: Business Admin. 151 and 152.
An intensive study of the measurement, analysis, and control of aggregate economic activity. The economic principles underlying national income, business cycles, and growth are examined; and particular attention is given to problems involved in formulating economic policies.
380. INTERMEDIATE ACCOUNTING. 5 hours
Fall Quarters Prerequisites: Business Admin. 206 and 207.
An advanced study of the accounting theory, principles, and procedures of corporate, partnership, and proprietorship forms of business. This includes the fundamental accounting processes, financial statements, working capital items, valuation procedures, current liabilities, investment, and plant and equipment acquisition and use.
385. INTERMEDIATE ACCOUNTING. 5 hours
Winter Quarter. Prerequisite: Business Admin. 380.
A continuation of Business Administration 380. Major emphasis is devoted to accounting for intangibles, long-term debt, corporate capital, paid-in capital, retained earnings, analytical processes, and statements of applications of funds.
390. ADVANCED ACCOUNTING. 5 hours
Spring Quarter. Prerequisite: Business Admin. 385.
A more advanced study of accounting procedures with attention given to the more difficult and specialized phases that arise in consignment, installment sales, larger organizations, consolidations, estates and trusts, and actuarial science.
395. AUDITING. 5 hours
Fall Quarter. Prerequisites: Business Admin. 206 and 207.
A course in the theory and practice of professional and general auditing. Auditing standards, internal control, government regulation, and formal report writing are other major topics emphasized.
- 118-418. OFFICE MACHINES. 5 hours
Fall Quarter. Prerequisites: Business Admin. 314 or equiv.
An introductory course covering various types of office machines and their use. Students receive instruction and do individual work on adding, calculating, transcribing, posting, direct process and indirect process duplicating machines, and other machines in common use in modern business offices.
420. INDUSTRIAL MANAGEMENT. *Spring Quarter.* 5 hours
This course is designed to familiarize students with the functions of the management process. Major emphasis is devoted to planning, organizing, and controlling and their subfunctions. Attention is given to the new techniques and tools of planning including electronic computers.
421. HISTORY AND PHILOSOPHY OF VOCATIONAL AND BUSINESS EDUCATION. *Spring Quarter.* 5 hours
This course is designed to acquaint students with the philosophy and principles of vocational education in general and vocational business education specifically; federal financial support and other encouragement; organization, administration, and supervision of vocational education.

224-424. ADVANCED SECRETARIAL PRACTICE. 5 hours

Spring Quarter. Prerequisites: Business Admin. 315 and 322.

This course combines shorthand and typewriting in the transcription of shorthand notes and the development of office proficiency. Activities of the modern office will be observed with emphasis on the principles, procedures, and systems of filing.

425. INCOME TAX ACCOUNTING. 5 hours

Winter Quarter. Prerequisites: Business Admin. 206 and 207.

A study of federal income tax laws. The various types of returns are studied and emphasis is placed on the determination of income and legal deductions in order to determine taxable net income.

426. COST ACCOUNTING. 5 hours

Spring Quarter. Prerequisites: Business Admin. 206 and 207.

A study of the theory and practice of accounting for the costs of manufacturing and selling. The treatment of labor, material, and overhead are given detailed consideration.

430. SALESMANSHIP. (On Demand) 5 hours

A study of scientific methods of salesmanship. Analysis of prospects, knowledge of merchandise and its uses, preparation of sales talks, methods of approach and securing attention and interest, methods of handling objections and closing sales, and the selection and training of salesmen are emphasized.

435. PRODUCTION MANAGEMENT. 5 hours

Spring Quarter. Prerequisite: Business Admin. 420.

The objective of this course is to familiarize the student with the nature and scope of production management in modern industry. The topics emphasized are production planning and scheduling, plant layout, materials handling, inventory control, quality control, and related topics from the point-of-view of both the human and material elements of the production system.

440. COMPARATIVE ECONOMIC SYSTEMS. (On Demand) 5 hours

The institutional structure of each of the major economic systems is described and analyzed. Comparisons are made with a view toward an evaluation of each system's ability to serve the needs of man.

445. DEVELOPMENT OF ECONOMIC THOUGHT. 5 hours

Spring Quarter. Prerequisites: Business Admin. 151 and 152.

A study of the development of economic ideas with major emphasis on writers. The purpose of the course is to establish a synthesis of evolving doctrines which have the basis of currently accepted economic theory.

450. PUBLIC FINANCE. 5 hours

Fall Quarter. Prerequisites: Business Admin. 151 and 152.

A study of the principles and techniques of government debt; specific tax and non-tax revenues; and expenditures at the national, state, and local levels.

460. MONEY AND BANKING. 5 hours

Fall and Winter Quarters. Prerequisites: Business Admin. 151 and 152.

A study of the basic principles and concepts of money and credit and their importance in the present economy. The major topics emphasized are the key role of the commercial banking system in our economy, central banking as a means of expanding and stabilizing the supply of money and credit, monetary theory, monetary and fiscal policies, international banking and finance, and other banking and credit institutions.

465. BUSINESS FINANCE. *Winter and Spring Quarters.* 5 hours

A study of financial organization and management from the standpoint of the chief financial officer of an operating business. Major topics emphasized are choosing a form of organization, planning and managing assets, planning the financial structure, managing short- and intermediate-term funds, managing long-term funds, and valuing business enterprises.

470. INVESTMENT MANAGEMENT. (*On Demand*) 5 hours

The purpose of the course is to provide training in the formulation of investment programs and the determination of policy adapted to the student's individual needs. Topics studied include sources of information for the investor, types of securities, security markets and their operation, movement of security prices, types of industries and their characteristics, analysis of financial statements, and investment principles and safe-guards.

480. RETAILING MANAGEMENT. *Winter Quarter.* 5 hours

A study of the organization, planning, policies, procedures, problems, and controlling of the various types of retailing institutions. The major topics emphasized include the selection of retailing locations; organization of retailing establishments; merchandising policies and procedures; retailing services; and the selection, training, compensation and supervision of retailing personnel.

490. LABOR ECONOMICS. 5 hours
Fall and Winter Quarters. Prerequisites: Business Admin. 151 and 152.

A study of the origin of the labor movement; population and the labor force; organized labor; union organization and management; collective bargaining; and the problems of unemployment, full employment, wage theory and policies, and labor legislation.

495. PERSONNEL MANAGENT. *Winter and Spring Quarters.* 5 hours

A study of the principles and procedures of the recruitment, selection, and placement of a labor force. Treatment of grievances, problems of collective bargaining, compensation policies, merit rating, promotion, transfer and discharge, training and personnel records are emphasized.

498. BUSINESS AND ECONOMIC POLICY
DECISION PROBLEMS. 5 hours
Spring Quarter. Prerequisite: Senior Standing in Business Admin.

Offered on a voluntary basis to qualified seniors through the permission of the Head of the Department. Investigation, conducted independently or collectively by small groups of select students under the supervision of a staff member, will involve some of the fundamental problems of policy decision appropriate to the capability and interests of the students concerned.

DEPARTMENT OF CHEMISTRY

The Department of Chemistry offers courses leading to two levels: the professional major and the non-professional major.

THE PROFESSIONAL CURRICULUM IN CHEMISTRY

If a student pursues a professional curriculum major, it is presumed that the student wishes to become a professional chemist. The student is also prepared to enter graduate school in order to secure an M.S. or Ph.D. degree in preparation for a career in chemical research. Since the requirements for a Bachelor of Science Degree in Chemistry are rather demanding, a student should maintain a general average of C+ and a B average in science. If he should not do so, he will be asked to shift to the non-professional degree. The non-professional degree will not prepare the student to enter graduate school in Chemistry.

GENERAL EDUCATION REQUIREMENTS:

Physical Education (Basic Military for Cadets); English 101-102 or 105H; English 203-204 or 205-206; History 101, 102, 103; Sociology 100, Psychology 101, Economics 151 and 152; Anthropology 100 (any two); Mathematics 101-102 or 113H; Chemistry 121-122 or Physics 223, 224.

LANGUAGE REQUIREMENTS: German 101, 102, 211.

MAJOR COURSES: Chemistry 123, 204, 331, 332, 333, 341, 342, 343 and two additional courses at the 400 level approved by the department head.

MINOR FIELD: Biology, Physics or Mathematics (requirements for minor are listed in each departmental offering).

OTHER REQUIREMENTS: Advanced Military Science (Cadets) (18 hours); History 100*; Political Science 101*.

ELECTIVES: Students will offer specifically approved elective courses to bring the total number of credit hours to at least 185, exclusive of basic military (for Cadets) and physical education.

THE NON-PROFESSIONAL CURRICULUM IN CHEMISTRY

This curriculum is designed for those students who wish to study chemistry but who will probably not follow chemistry as a profession in chemical research. Such students might feel that chemistry would contribute toward a related profession. The student may be interested in a pre-medical or pre-engineering career, a military career, a career as a laboratory technician, a career in high school teaching or a career in chemical sales. Although high scholarship is to be sought, the non-professional curriculum is less demanding in breadth of courses in chemistry and mathematics than is the professional curriculum.

GENERAL EDUCATION REQUIREMENTS:

Physical Education (Basic Military for Cadets); English 101-102 or 105H; English 203-204 or 205-206; History 101, 102, 103; Sociology 100, Psychology 101; Economics 151 and 152; Anthropology 100 (any two); Mathematics 101-102 or 113H; Physics 101-102 or Physics 223-224; Biology 101-102 or Chemistry 121, 122.

LANGUAGE REQUIREMENTS: 15 hours. See page 52.

MAJOR COURSES: Chemistry 123, 204, 331, 332, 340 and one other course.

MINOR FIELD: Biology, Physics or Mathematics (requirements for minor are listed in each departmental offering).

OTHER REQUIREMENTS: Advanced Military Science (Cadets) (18 hours); History 100*; Political Science 101*.

ELECTIVES: Students will offer specifically approved elective courses to bring the total number of credit hours to at least 185, exclusive of basic military (for Cadets) and physical education.

*This requirement can be satisfied by successful passing of an examination on American and Georgia history administered by the Department of Social Science.

SECONDARY TEACHER EDUCATION PROGRAM IN CHEMISTRY

GENERAL EDUCATION REQUIREMENTS:

English 101, 102, or 105H; English 203, 204, or 205, 206; Mathematics 101, 102, or 113H; General Biology 101, 102 or General Physics 101, 102, or 223, 224, or Chemistry 121, Chemistry 122; Political Science 101* and History 100* and 10 hours selected from the following courses: History 101, 102, 103; Sociology 100; Psychology 101; Economics 151 and 152; Anthropology 100.

*A student may be exempt by examination from Political Science 101, History 100, or both. In this event, the student may substitute approved courses to meet core curriculum requirements in this area.

PROFESSIONAL EDUCATION REQUIREMENTS: Education 204, 305, 311C, 421C, 431C.

Education 431C, Student Teaching in the Secondary Grades, is required of all pre-service trainees. Students who have had at least one year of teaching experience may, upon approval of the Head of the Department and the Dean, substitute approved electives for this requirement.

AREA OF CONCENTRATION: Chemistry 123; Analytical Chemistry 204; Organic Chemistry 331, 332; Biochemistry 311; Physical Chemistry 340.

OTHER REQUIREMENTS: German 101, 102, 211, or 211*, 212, or French 101, 102, 211, or 211, 212; Basic Military Science (for Cadets—6 hours credit); Physical Education (6 hours credit); Advanced Military Science (18 hours credit).

*Entrance by examination.

ELECTIVES: Students will offer specifically approved electives to bring the total credit hours to at least 185, exclusive of basic military science and physical education.

A MINOR IN CHEMISTRY

A minor in chemistry consists of Chemistry 121, 122, 123, 230 and 311. Any departure from these courses must be with the consent of both the major and minor professors.

COURSES IN CHEMISTRY

101, 102. INTRODUCTORY CHEMISTRY. 5, 5 hours

These courses are primarily for non-science majors or those students who do not have a strong background in high school chemistry, science, and mathematics. Four hours lecture and one laboratory period each week.

121, 122. GENERAL CHEMISTRY. 5, 5 hours

Admission to these courses will be by a standardized placement test and other scores. Normally these two courses would be taken by all science majors. (Note schedule for a minor in chemistry.)

These courses will emphasize theory and mathematical applications more than 101 and 102 and will have a physical chemistry emphasis. Normally the student will have had 3 years of high school mathematics as well as high school physics.

CHEMISTRY 121—Fall Quarter: Four hours lecture and one laboratory period per week.

CHEMISTRY 122—Winter Quarter: Four hours lecture and one laboratory period per week.

123. INTRODUCTION TO CHEMICAL ANALYSIS. 5 hours

Spring Quarter. Prerequisite: Chemistry 122.

Three hours lecture and two laboratory periods per week. The laboratory work of this course will consist of qualitative analysis and a brief introduction to quantitative analysis.

204. QUANTITATIVE ANALYSIS. 5 hours

Prerequisite: Chemistry 123.

The student will perform various volumetric titrations, and a gravimetric sulfate. Such instruments as the pH meter, colorimeter, and X-ray diffractometer will be studied with appropriate experiments performed.

Three hours of lecture and two laboratory periods per week.

230. ORGANIC CHEMISTRY. (Brief Course.) 6 hours

Prerequisites: Chemistry 102, or 123.

A short course in organic chemistry. Five lectures and one laboratory per week. This course should meet the requirements of pre-dental, home economics, and medical technology curriculum.

311. INTRODUCTION TO CHEMISTRY. 5 hours

Prerequisites: Chemistry 230 or 332.

This course discusses intermediate metabolism and the various classes of compounds involved in those transformations. Four lectures and one laboratory period per week.

331, 332, 333. ORGANIC CHEMISTRY. 5, 5, 5 hours

Prerequisite: Chemistry 123.

These courses are designed to introduce the student to functional groups and their interconversion, the mechanism of chemical reaction, conformational analysis, and stereochemistry. The third quarter includes an introduction to carbohydrates and amino acids, kinetic methods and an introduction to problems of organic synthesis.

CHEMISTRY 331—Fall Quarter: Four lectures and one laboratory period each week.

CHEMISTRY 332, 333—Winter, Spring Quarters: Three lectures and two laboratory periods per week.

340. PHYSICAL CHEMISTRY. (Brief Course) 5 hours

This course is a non-calculus introduction to physical chemistry. Emphasis is placed on the application of physical chemical principles to the life sciences. Four lectures and one laboratory period per week.

341, 342, 323. PHYSICAL CHEMISTRY. 5, 5, 5 hours

Fall, Winter and Spring Quarters. Prerequisites: Chemistry 204, three quarters of general physics, two quarters of calculus.

A course presenting the fundamental principles of physical chemistry. Such topics as structure of atoms and molecules, states of matter, thermodynamics, chemical kinetics, and the phase rule are discussed. The laboratory work is integrated with the course work and some familiarity with recent physio-chemical techniques will be acquired. Four hours lecture and one laboratory period each week.

421. INORGANIC CHEMISTRY. 5 hours

Prerequisite: Chemistry 340 or 341.

An extension of the study of inorganic chemistry begun in general chemistry. The current theories of atomic structure and bonding in complex ions, crystal system, and some descriptive inorganic chemistry will be discussed. Four lectures and one laboratory period per week.

431. INTRODUCTION TO ORGANIC ANALYSIS. 5 hours

The course will be devoted to qualitative organic analysis. This will be an extension of the identification done as part of the laboratory work of the basic year course in organic chemistry. Instrumentation such as the infra-red spectrophotometer, and the ultra violet spectrophotometer, the gas chromatograph, and other tools will be used to accomplish the stated objectives. Three hours lecture and two laboratory periods per week.

441. INSTRUMENTAL ANALYSIS. 5 hours

The lectures will consist of the discussion of various instrumental methods and applications. Analysis will be carried out using the flame photometer, atomic absorption, X-ray diffraction, and colorimetric methods. Three lectures and two laboratory periods per week.

451. a, b, c. INTRODUCTION TO CHEMICAL RESEARCH. 2, 2, 2 hours

Prerequisite: Chemistry 343.

This course is designed to prepare the student for employment as a research assistant upon the completion of the B.S. degree, or for the research work for an advanced degree. It will consist of one or two lectures or conference hours per week throughout the senior year (9 months), together with an indeterminate amount of unscheduled laboratory work. It is anticipated, however, that the laboratory work will not average less than five hours per week. The subject matter of the lectures will be the technique of research, use of technical reference literature, theory of errors, and analysis of experimental data, and report writing. The laboratory work of the first quarter will consist of exercises in glass-blowing and the construction of glass equipment. In the second and third quarters, the student will be assigned a minor research project on which he will prepare a report.

461. a, b, c. INDEPENDENT STUDY. 1, 1, 1 hour

Topics in the history of Chemistry, a review of certain topics from previous courses, and directed library readings. The student will report his work by class talks and written reports.

471. MOLECULAR STRUCTURE AND SPECTROSCOPY. 5 hours

This course will cover the use of various spectroscopic methods for examining molecular structure. The use of I.R., and X-ray will constitute the basis of laboratory work. Three lecture hours and two three-hour laboratory periods per week.

DEPARTMENT OF EDUCATION

To be eligible to receive a four-year professional teachers' certificate in Georgia one must complete a bachelor's degree program designed to meet the needs of teachers in a specific teaching field and be recommended by the college whose program has been completed. Each teacher-education program must have the approval of the State Department of Education. North Georgia College offers approved programs in:

Elementary Education

Junior High Grades Education

Secondary education to include teaching fields in: Business Education; English; Foreign Language—French; Mathematics; Science—Biology; Science—Chemistry; Science—General (Junior High Grades); Science—Physics; Social Science—History; Social Science—Political Science; Behavioral Science—Psychology; Behavioral Science—Sociology.

Course requirements for the elementary and junior high grades programs are found in the Education section of this catalog. Course descriptions of the programs in the teaching fields of secondary education are found in the area of the catalog devoted to that specific academic area.

ADMISSION REQUIREMENTS

In the first quarter of the sophomore year interested students enroll in Education 204, *Introduction to Education*. While a member of this class every effort is made to expose the students to the nature of the profession of teaching in all of its aspects—philosophical, historical and sociological. As a part of the content of this course, the student is administered the the Minnesota Teacher Attitude Inventory (MTAI) which is designed to predict how well the teacher will get along with pupils in interpersonal relationships and, indirectly, how well satisfied he will be with teaching as a vocation.

To be eligible for admission to one of the teacher education programs, a student must:

1. Complete Education 204, *Introduction to Education*, with a grade of C or better.
2. Complete 80 or more quarter hours of credit with a quality-point ratio of 2.00 or better.
3. If a transfer student, have completed at least 15 hours of credit at North Georgia College before applying.
4. Possess physical and personal qualities appropriate for teaching.
5. Have a positive attitude toward teaching as a profession.
6. Attach to his teacher-education-application forms a letter recommending admittance signed by the head of the department of his main concentration area (applicable to high school grades).
7. Have completed the Minnesota Teacher Attitude Inventory at North Georgia College.

ADMISSION PROCEDURES

If, after completing the course in *Introduction to Education*, a student decides to make application to one of the programs, two admission forms are obtained from the Head of the Department of Education. These forms are completed and submitted to the Chairman of the Teacher Education Admissions Committee, which is a sub-committee of the Teacher Education Committee. Transfer students who have completed the *Introduction to Education* course elsewhere can, after having completed a quarter's work at the college, make formal application to enter the teacher education program.

STUDENT TEACHING

Student teaching in all programs is done during the entire winter quarter of the senior year and students are freed from any other course requirement. During this time the student teacher's supervisor visits with him at intervals of slightly more than a week apart. A minimum of six visits is made to each student during the quarter. The length of these visits varies from one-half hour to three hours. The student teachers do not live on campus during this quarter. A copy of the *Handbook for Student Teachers* will be distributed to all personnel.

SEPTEMBER FIELD EXPERIENCE

All pre-service Teacher-Education students are expected to participate in teaching experiences in their local schools prior to the beginning of the fall quarter of the senior year. Arrangements for this September field experience are planned jointly by the staff of the Education Department, the student, and the local school concerned. The prospective teacher spends two weeks in a public school in September before the college opens for the fall quarter as a volunteer, non-paid, staff assistant in exchange for the opportunity to observe a school opening, organizing, and beginning the school year's work.

RETENTION IN A TEACHER EDUCATION PROGRAM

One important aspect of the teacher education program is the constant vigilance exercised by the staff involved to insure that standards of quality are maintained.

The following standards must be maintained for continued retention in a program.

1. Compliance with rules and regulations prescribed for all students at North Georgia College.
2. Maintenance of sound physical, mental, and personal qualities appropriate for teaching.
3. The final successful completion of all professional education courses with an academic grade of C or better. (These courses cannot be taken by correspondence or extension work.)

4. Maintenance of a C average or better in the student's main area of concentration.

GUIDANCE OF TEACHER EDUCATION STUDENTS

The Head of the Department of Education has the responsibility of guiding students enrolled in elementary and grades 7-8-9 teacher education programs throughout their course work. Guidance of students in the high school and grades 1-12 programs will be shared jointly between the Head of the Department of Education and the head of the student's main concentration area. The overall responsibility for the conduct of any teacher-education program rests with the Head of the Department of Education.

MAJOR IN ELEMENTARY EDUCATION

GENERAL EDUCATION REQUIREMENTS:

Physical Education (Basic Military for Cadets); English 101-102 or 105H; English 203-204 or 205-206; English 211 or 215; History 100; History 101, 102, 103 (any two) or two courses from History 251, 252, 253; Mathematics 101; Biology 101-102 or Chemistry 101-102 or Physics 101-102 plus one additional science course (total 15 hrs. of science); Political Science 101; Psychology 101.

OTHER REQUIREMENTS: Psychology 301 or Education 301; Art 210 or Music 205; Sociology 100 or 225; Economics 330.

PROFESSIONAL EDUCATION: Education 204; Education 305; Education 311a; Education 421a; Education 431a.

SPECIALIZED SUBJECTS: Include at least one course marked with an asterisk (*) in each area listed. Art 331*, 252, 432; Health and Physical Education 390*, 420a*; Home Economics 311; Language Arts 308, 320a*, 420*; Mathematics 310*, 311*; Music 306*, 252; Science 332a, 333a, 443*; Social Studies 251*, 320a, 433.

APPROVED ELECTIVES: to bring total number of credit hours to at least 185, exclusive of basic military (for Cadets) and physical education.

MAJOR IN JUNIOR HIGH GRADES EDUCATION

GENERAL EDUCATION REQUIREMENTS:

Physical Education (Basic Military for Cadets); English 101-102 or 105H; English 203-204 or 205-206; English 211 or 215; Biology 101-102 or Chemistry 101-102 or Physics 101-102 plus one additional science course (total 15 hrs. of science); History 101, 102, 103 (any two) or two courses from History 251, 252, 253; History 100*; Mathematics 101; Political Science 101; Business Administration 151 or Sociology 100 or Sociology 202 or Sociology 225; Psychology 101.

*This requirement can be satisfied by successful passing of an examination on American and Georgia history administered by the Department of Social Science. (Applies wherever asterisk appears.)

PROFESSIONAL EDUCATION: Education 204, 305, 311b, 331, 421b, 431b. Education 431b (Student Teaching in the Junior High Grades) is required of all pre-service trainees. Students who have had at least a year of teaching experience may, upon approval by the Head of the Education Department and the Dean, substitute Education 441a and 451b or an advanced professional education course.

CONCENTRATION AREAS AND SPECIALIZED SUBJECTS: A student may elect one of three programs of concentration.

PROGRAM NO. 1: Concentration in Social Science and English (20 hours of approved work in each field) plus one course in each of the following specialized subject areas. Additional specialized subject area courses can be included in the concentration field. Art 331; Language Arts 333, 420, 421; Social Studies 251, 320b, 433.

PROGRAM NO. 2: Concentration in Mathematics and Science (20 hours of approved work in each field) plus one course in each of the following specialized subject areas. Additional specialized subject area courses can be included in the concentration fields. Art 331; Language Arts 333, 420, 421; Science 332b, 333b, 443.

PROGRAM NO. 3: Concentration in Science and Social Studies (20 hours of approved work in each field) plus one course in each of the following specialized subject areas. Additional specialized subject area courses can be included in the concentration fields. Art 331; Language Arts 333, 420, 421; Science 332b; Social Studies 251, 320b, 433.

OTHER REQUIREMENTS: Art 252 or Art 210 or Music 252 or Music 205; Business Administration 330; Education 302.

APPROVED ELECTIVES:** Students will offer specifically approved elective courses to bring the total number of credit hours to at least 185, exclusive of basic military science (for Cadets) and physical education. Advanced military can be considered in this area.

**Whenever possible to schedule, Math 310 (Introduction to Modern Mathematics for Elementary and Junior High Teachers) or Education 416 (Educational Measurements and Evaluation) should be given preference.

MAJOR IN GENERAL SCIENCE EDUCATION

GENERAL EDUCATION REQUIREMENTS:

English 101-102 or 113H; English 203-204 or 205-206; Mathematics 101-102 or 113H and one additional science or mathematics course; Biology 101-102 or Chemistry 101-102 or 121-122 or Physics 101-102; Political Science 101; History 100 or 200 level courses (any one) and 10 additional hours from History 100-200 level courses; Sociology 100, 205; Psychology 101; Economics 151, 152; Anthropology 100.

CONCENTRATION AREA: Biology 220, 221; Chemistry 121, 122; Physics 223, 224, 225; Plus 20 additional quarter-hours in science as approved.

PROFESSIONAL EDUCATION: Education 204; Education 305; Education 311b; Education 421b; Education 431b.

OTHER REQUIREMENTS: Physical Education; Basic Military (Cadets); History 100*; Education 302.

ELECTIVES: Approved courses to bring the total number of credit hours to at least 185 exclusive of basic military and physical education.

COURSES IN EDUCATION

204. INTRODUCTION TO EDUCATION.

5 hours

Fall, Winter and Spring Quarters.

The primary purpose of this course is to furnish guidance to prospective teachers. Teaching is a profession and will be carefully analyzed. Students will

study and evaluate their own abilities and traits as attributes of the teacher's personality. An overview of the American public school system will be presented. Laboratory work is scheduled.

301. CHILD DEVELOPMENT. (*See Psych. Courses.*) 5 hours

302. PSYCHOLOGY OF ADOLESCENCE. (*See Psych. Courses.*) 5 hours

303. HUMAN GROWTH AND DEVELOPMENT. 5 hours

A study of the development of the human from the prenatal period through adolescence. Focuses on the role played by maturation and experience in the social, emotional, intellectual, moral, and physical development of the individual. Includes genetic and environmental influences on the development of the person. Educational practices considered in relation to their effect on the development of children. Treats the relationship of learning and learning theory on classroom teaching and planning. Observation and study of children in public school required two hours weekly.

305. EDUCATIONAL PSYCHOLOGY. 5 hours

Winter and Spring Quarters.

Emphasis is placed on learning; its nature, motivation, retention, appraisal, transfer, and application. Adjustment of educational practices to individual differences in abilities and interests among pupils will be considered. Weekly laboratory experiences in teaching-learning situations will be held.

311a. ELEMENTARY SCHOOL CURRICULUM. 5 hours

Fall Quarter.

In this course consideration will be given to problems in planning for and executing appropriate learning experiences for the children of elementary grades. Directed observation in selected schools is required. Class, including laboratory, meets ten hours in each week.

311b. CURRICULUM FOR JUNIOR HIGH GRADES. 5 hours

Fall Quarter.

In this course consideration will be given to problems in planning for and executing appropriate learning experiences for the children of grades seven through nine. Directed observation in selected schools is required. Class, including laboratory, meets ten hours each week.

311c. CURRICULUM FOR THE HIGH SCHOOL GRADES. 5 hours

Fall Quarter.

This course is designed to give students an overall view of the curriculum of the high school. Objectives and content of the curriculum are discussed from the standpoint of teaching. Directed observation in selected schools is required. Class, including laboratory, meets ten hours each week.

311d. ART EDUCATION CURRICULUM. 5 hours

In this course consideration is given to problems in planning for and executing art experiences from kindergarten through high school. Special consideration will be given to the role of the art supervisor in the total curriculum of the public school. Direct observation and teaching is required. Class, including laboratory, meets ten hours each week.

311e. MUSIC EDUCATION CURRICULUM. 5 hours

Current practices and problems in planning for and executing appropriate learning experiences in general music and performance oriented groups from kindergarten through high school will be studied. Field experience and observation is required. Class, including laboratory, meets ten hours each week.

401. AUDIO-VISUAL EDUCATION. (*On Demand*) 5 hours
The psychological principles underlying the use of audio-visual equipment and materials will be discussed. Some laboratory work will be included.
- 403, 404, 405. PROBLEMS IN EDUCATIONAL PSYCHOLOGY. (*On Demand*) 2, 2, 2 hours
Research done independently or in groups on problems pertinent to the field. Open to Senior departmental majors and in-service teachers.
- 406, 407, 408. PROBLEMS IN CURRICULUM AND METHODS. (*On Demand*) 2, 2, 2 hours
Research done independently or in groups on problems pertinent to the field. Open to Senior departmental majors and in-service teachers.
416. EDUCATIONAL MEASUREMENTS AND EVALUATION. 5 hours
Spring Quarter. Prerequisites: Two courses in education or psychology or equivalent.
Theory of and practice in construction, administration, and interpretation of tests and other measuring devices for mental ability, special aptitudes, scholastic achievement and personality.
417. MENTAL HYGIENE. (*See Psych. Courses.*) 5 hours
418. PRINCIPLES OF GUIDANCE. *Fall Quarter*. 3 hours
A survey of vocational and educational guidance services designed to give a fundamental understanding of the role of guidance in school programs.
- 421a. MATERIALS AND METHODS IN THE ELEMENTARY SCHOOL. *Fall Quarter*. 5 hours
Basic techniques involved in the effective guidance of the learning of children in the elementary school, as well as the various instructional materials adapted for use at this level, are studied. Directed observation in selected schools is required. Class, including laboratory, meets ten hours each week.
- 421b. MATERIALS AND METHODS IN THE JUNIOR HIGH GRADES. *Fall Quarter*. 5 hours
Basic techniques involved in the effective guidance of learners in grades seven through nine, as well as the various instructional materials adapted for use at this level, are studied. Directed observation in selected schools is required. Class, including laboratory, meets ten hours each week.
- 421c. MATERIALS AND METHODS FOR HIGH SCHOOL GRADES. *Fall Quarter*. 5 hours
Basic techniques involved in the effective guidance of learners in high school grades and in various instructor materials adapted for use at this level are studied. Directed observation in selected schools is required. Class, including laboratory, meets ten hours each week.
- 421d. MATERIALS AND METHODS FOR ART EDUCATION. 5 hours
Basic techniques involved in effective methods in guiding and supervising art programs in the public school from kindergarten through high school. The use of various instructional materials appropriate for the various levels will also be studied. Direct observation and teaching is required. Class, including laboratory, meets ten hours each week.

421e. MATERIALS AND METHODS FOR
MUSIC EDUCATION. 5 hours

Techniques and materials involved in the effective guidance of learners in kindergarten through high school are studied. Field experience and observation is required. Class, including laboratory, meets ten hours per week.

430. PSYCHOLOGY OF THE
DISADVANTAGED. (*See Psych. Courses.*) 5 hours

431a. STUDENT TEACHING IN THE
ELEMENTARY SCHOOL*. 15 hours

Winter Quarter. Prerequisites: Scholastic standing of at least C, residence at North Georgia College for two quarters; written application approved one quarter in advance.

431b. STUDENT TEACHING IN THE
JUNIOR HIGH GRADES*. 15 hours

Winter Quarter. Prerequisites: Scholastic standing of at least C, residence at North Georgia College for two quarters; written application approved one quarter in advance.

431c. STUDENT TEACHING IN THE
HIGH SCHOOL GRADES*. *Winter Quarter.* 15 hours

*Observation and participation is accomplished in the appropriate school and grades throughout the day. Gradual induction into the situation will be done which leads to increasing responsibilities and finally to full time teaching. A student teacher making satisfactory progress will assume the complete teaching load for at least three weeks. One conference a week will be held with the college coordinator. During the last week of the quarter at least twelve hours of conference will be held on the college campus. Students will be expected to live in the community where the school to which they have been assigned is located.

431d. STUDENT TEACHING IN ART**. 15 hours

431e. STUDENT TEACHING IN MUSIC**. 15 hours

**Observation and participation in teaching in either elementary or high school throughout the day during the quarter. Gradual induction into the situation with increasing responsibility until teaching full time. A student teacher making satisfactory progress will assume the complete teaching load for at least three weeks. One conference per week will be held with college coordinator, to be followed by at least twelve hours of conference during the last week of the quarter. Students will be expected to live in the community where the school to which they are assigned is located.

441, 442. WORKSHOP FOR ELEMENTARY
TEACHERS. (*On Demand.*) 5, 5 hours

Open only to juniors, seniors, and post-graduates who have had no previous workshop experience but have completed at least three courses in education.

The entire school day will be devoted to activities especially planned to provide in-service elementary teachers with an opportunity to work on instructional problems.

- 443, 444. WORKSHOP FOR JUNIOR HIGH TEACHERS. (*On Demand.*) 5, 5 hours
Open only to juniors, seniors, and post-graduates who have had no previous workshop experience but have completed at least three courses in education.

The entire school day will be devoted to activities especially planned to provide in-service teachers of grades seven through nine with an opportunity to work on instructional problems.

- 441a. ADVANCED WORKSHOP FOR ELEMENTARY TEACHERS*. (*On Demand.*) 5 hours
Prerequisite (toward degree requirements only): Education 441a or the approved equivalent.

- 441b. ADVANCED WORKSHOP FOR JUNIOR HIGH GRADE TEACHERS*. (*On Demand.*) 5 hours
Prerequisite (toward degree requirements only): Education 441b or the approved equivalent.

*Problems concerning the evaluation of instruction will be given particular emphasis. One-half of the school day will be devoted to these and other problems of teachers in elementary grades or grades seven through nine. The remainder of the day may be spent in a specialized course offered by the workshop staff.

454. FOUNDATIONS OF EDUCATION. (*On Demand.*) 5 hours

A study of the historical, sociological, economic, psychological, and philosophical foundations of education. Teacher aides or in-service teachers may take this course in lieu of Education 204.

SPECIALIZED COURSES FOR ELEMENTARY AND JUNIOR HIGH GRADE TEACHERS

ART

331. ELEMENTARY ART (See Page 92) 5 hours
332. HIGH SCHOOL ART (See Page 92) 5 hours

HEALTH AND PHYSICAL EDUCATION

311. NUTRITION EDUCATION (See Page 99) 5 hours
390. HEALTH EDUCATION (See Page 114) 5 hours
420a. PHYSICAL EDUCATION FOR THE ELEMENTARY SCHOOL. (See Page 114) 3 hours
420b. PHYSICAL EDUCATION FOR THE JUNIOR HIGH GRADES (See Page 114) 3 hours

LANGUAGE ARTS

308. CHILDREN'S LITERATURE. *Fall Quarter.* 4 hours
The reading and evaluation of books for children. Discussed in the course

are sources of information about children's books, children's interests in reading, the work of important authors and illustrators, and problems in the guidance of reading.

333. JUVENILE LITERATURE. *Fall Quarter.* 4 hours

Reading and study of the various types of literature for young people, as well as a study of appropriate reading programs for junior high school pupils, are included in this course.

320a. LANGUAGE ARTS FOR THE ELEMENTARY GRADES. *Spring Quarter.* 3 hours

This course provides for individual diagnosis and correction of problems in the student's handwriting, spelling, oral and written expression. Consideration is given to the study of appropriate techniques and materials for the teaching of reading, handwriting, spelling, and oral and written expression in the elementary school.

420. READING IN THE ELEMENTARY AND JUNIOR HIGH GRADES. 5 hours

An intensive study of reading skills. The role of readiness, vocabulary development, phonics, and word recognition as each is related to comprehension will be studied. A minimum of two hours per week will be spent teaching reading in the public school system or in reading laboratory.

421. THE ANALYSIS AND CORRECTION OF READING DISABILITIES. 5 hours

Causes of reading disability; methods of diagnosis; procedures and materials for corrective work, group and individual. A minimum of two hours per week will be devoted to teaching a child to read or in reading laboratory.

MATHEMATICS

310. INTRODUCTION TO MODERN MATHEMATICS FOR ELEMENTARY AND JUNIOR HIGH TEACHERS I. (See Page 103) 5 hours

311. INTRODUCTION TO MODERN MATHEMATICS FOR ELEMENTARY AND JUNIOR HIGH TEACHERS II. (See Page 103) 3 hours

MUSIC

205. MUSIC HISTORY AND APPRECIATION. (See Page 95) 5 hours

252. FINE ARTS. (See Page 95) 5 hours

306. MUSIC FOR THE ELEMENTARY GRADES. (See Page 96) 5 hours

SCIENCE

332a. BIOLOGY FOR THE ELEMENTARY SCHOOL. *Spring Quarter.* 3 hours

A course designed to enable elementary teachers to better understand how organisms reproduce and maintain themselves. Demonstrations and experiments suitable for elementary classrooms will be performed.

332b. BIOLOGY FOR THE JUNIOR HIGH**GRADES. *Spring Quarter.*****3 hours**

A course designed to develop in junior high grades teachers ecological concepts and understandings pertaining to organisms. Demonstrations and experiments suitable for use in grades seven through nine will be performed.

333a. PHYSICAL SCIENCE FOR THE**ELEMENTARY SCHOOL. *Spring Quarter.*****3 hours**

A course dealing with the everyday aspects of physics, chemistry, and astronomy as they might need to be explained by the elementary teacher with little specific training in the physical sciences. The work will include demonstrations and suitable experiments that can be performed with materials available in the average elementary and home situation.

333b. PHYSICAL SCIENCE FOR THE**JUNIOR HIGH GRADES. *Fall Quarter.*****3 hours**

A course concerning the everyday aspects of physics, chemistry, and astronomy for teachers of grades seven, eight, and nine. In addition to content the class members will be encouraged to prepare and present related demonstrations applicable to teaching situations at this level.

443. EARTH SCIENCE FOR THE ELEMENTARY AND**JUNIOR HIGH SCHOOLS. *Spring Quarter.*****4 hours**

In this course the earth and the resources it provides will be studied. Elementary concepts of Geology will be introduced. Problems pertaining to the conservation of such resources as soil, waters, forests, wildlife and minerals will be emphasized. Three hours of class and two hours of laboratory work weekly.

SOCIAL STUDIES**251. WORLD HUMAN GEOGRAPHY. *Fall Quarter.*****5 hours**

World conditions will be studied with reference to the adaptations made to them by man. The influence of geographical factors on modes of living, types of occupations, social organization and government will be given emphasis.

320a. SOCIAL STUDIES FOR THE**ELEMENTARY GRADES. *Winter Quarter.*****3 hours**

An integrated social studies course designed for elementary teachers. Consideration will be given to such topics as local government functions; transportation; ways of communications; property rights and responsibilities.

320b. SOCIAL STUDIES FOR THE**JUNIOR HIGH GRADES. *Winter Quarter.*****3 hours**

An integrated course for teachers in grades seven, eight, and nine. Topics considered include responsibilities of family membership, occupations, labor unions, taxation, and world cultures other than our own.

443. CONSERVATION OF NATURAL**RESOURCES. *Spring Quarter.*****4 hours**

Designed to develop a deeper consciousness of the need for and problems pertaining to the conservation of soil, water, forests, and wildlife. Three lectures and one two-hour laboratory weekly.

LIBRARY SCIENCE**301. LIBRARY ORGANIZATION AND ADMINISTRATION. 5 hours**

Fundamental aims and functions of library service; basic principles of

library administration; role of the library in the school; techniques of budgeting, procedures, and routines; observation visits and field trips. **Open to Juniors and Seniors.**

302. CATALOGING, CLASSIFICATION, AND ORGANIZATION OF RESOURCES.

5 hours

The objective of this course is to develop an understanding of the nature and purpose of cataloging and classification and a knowledge of techniques and competence in performance in the bibliographic organization and control of resources. The course is developed by means of readings, lectures, discussions, demonstrations, problems, and laboratory work. **Open to Juniors and Seniors.**

303. SELECTION AND GUIDANCE IN THE USE OF BOOKS AND OTHER PRINT AND NON-PRINT MATERIALS.

5 hours

This course familiarizes the student with methods of evaluation of materials for book selection for a given library or a given grade and reading level; presents sources from which to select books; and assigns problems to emphasize uses of book selection guides, reading lists, as well as uses of all types of non-book materials. **Open to Juniors and Seniors.**

304. THE USE OF BOOKS AND RELATED MATERIALS. 5 hours

Develops the knowledge of reference materials and services in the areas of content, evaluation, organization, and use; laboratory reference with the use of the college library collection. **Open to Juniors and Seniors.**

DEPARTMENT OF ENGLISH

MAJOR IN ENGLISH

GENERAL EDUCATION REQUIREMENTS:

Physical Education (Basic Military for Cadets); English 101-102 or 105H; English 203-204; History 101, 102, 103 (any two); Political Science 101; Psychology 101; Science, 15 hours; Mathematics 101-102 or 113H.

LANGUAGE REQUIREMENTS: See Page 52.

MAJOR COURSES: English 205-206 and 35 hours from 300-400 level courses.

MINOR FIELD: 20 approved hours for those minoring in history, political science, psychology. 25 approved hours for those minoring in economics, mathematics, language. 25 approved hours, plus one course in sociological literature for those minoring in sociology.

OTHER REQUIREMENTS: Advanced Military Science (Cadets) (18 hours); History 100*.

*This requirement can be satisfied by successful passing of an examination on American and Georgia history administered by the Department of Social Science.

ELECTIVES: Students will offer specifically approved elective courses to bring the total number of credit hours to at least 185, exclusive of basic military science (for Cadets) and physical education.

SECONDARY TEACHER EDUCATION PROGRAM IN ENGLISH

GENERAL EDUCATION REQUIREMENTS:

Physical Education (Basic Military for Cadets); English 101-102 or 105H;

English 203-204; History 101-102-103 (any two); Political Science 101; Psychology 101; Science—a ten-hour sequence; Mathematics 101-102 or 113H.

LANGUAGE REQUIREMENTS: (See Page 52); English 303, 306, 307 or 350, 401; Any three of the following: 302, 309, 315, 440, 460, 480, 490, 495.

PROFESSIONAL EDUCATION: Education 204, 305, 311c, 421c, 431c.

OTHER REQUIREMENTS: Language Arts 333; History 100*; English 205-206; English 211 or 215; Music 252 or Art 252 or Music 205 or Art 210; Advanced Military Science (for Cadets) (18 hours).

*This requirement can be satisfied by successful passing of an examination on American and Georgia history, administered by the Department of Social Science.

ELECTIVES: Students will offer specifically approved elective courses to bring the total number of credit hours to at least 185, exclusive of basic military science and physical education.

MINOR IN ENGLISH

A minor in English consists of four (4) courses, 20 hours, from English 300 and 400 level advanced courses. Either English 307 or English 350, but not both, may be taken for credit toward the minor.

COURSES IN ENGLISH

99. **REMEDIAL ENGLISH.** *Summer and Fall Quarters.* Non-Credit

A course designed to meet the needs of those students who show on a placement test that they are not adequately prepared for English 101.

101. **GRAMMAR AND COMPOSITION.** 5 hours

The study of basic English grammar with emphasis on intensive composition.

102. **COMPOSITION.** Prerequisite: English 101. 5 hours

Students undertake extensive composition with particular attention to organization, coherence, etc.

105H. **HONORS COURSE.** *Fall Quarter.* 5 hours

Students who have high entrance scores and who qualify by writing an acceptable theme may be placed in a special course to cover their freshman English needs in one quarter. Any student not doing satisfactory work in English 105H may be changed to the regular English 101 not later than two weeks after the beginning of the quarter.

203, 204. **A SURVEY OF ENGLISH LITERATURE.** 5 hours

One of these courses will be offered in the Summer Quarter.

Prerequisite: English 102 or 105H.

This course is a chronological study of the works of major British writers from the beginning to the present.

205, 206. **A SURVEY OF WORLD LITERATURE.** 10 hours

One of these courses will be offered in the Summer Quarter.

Prerequisite: English 102 or 105H.

This course is a survey of World Literature from Homer to the present, with attention to artistic form and currents of thought related to Western Culture.

Note: Students should take both courses in the same sequence. It is desirable, but not mandatory, that students take first the lower-numbered course of a sequence.

In rare instances, a student may be permitted to take courses not in the same sequence. Such a deviation must be requested by the student's adviser and approved by the Head of the Department of English.

302. AMERICAN LITERATURE TO 1860. 5 hours
303. AMERICAN LITERATURE FROM 1860
TO THE PRESENT. 5 hours
306. SHAKESPEARE. 5 hours
A study of selected representative comedies, chronicles, and tragedies, with emphasis on tragedies.
307. ADVANCED ENGLISH GRAMMAR. 5 hours
A comprehensive study of English grammar, including historical and descriptive aspects; diagramming of sentences.
309. THE NOVEL. 5 hours
Studies in the development of prose fiction from the Eighteenth Century to the present.
315. MODERN DRAMA. 5 hours
A study of the work of Modern dramatists, beginning with Ibsen.
350. ADVANCED COMPOSITION. 5 hours
A systematic study of English rhetoric with emphasis on organization, development, and precise written expression. Included in the course will be a careful study of contemporary non-fiction.
401. HISTORY OF THE ENGLISH LANGUAGE. 5 hours
An introduction to the study of linguistics and its elements with special reference to the development of modern English from its beginnings to the present.
440. ENGLISH LITERATURE TO 1500. 5 hours
A survey of English literature from its Anglo-Saxon beginnings to the English Renaissance. Emphasis is on Chaucer.
460. ENGLISH RENAISSANCE. 5 hours
A survey of non-dramatic English literature from 1500 to the Restoration. Emphasis is on Spenser and Milton.
480. ENGLISH LITERATURE OF THE
EIGHTEENTH CENTURY. 5 hours
A general survey of prose and poetry from Pepys to the early Romantic writers.
490. ENGLISH LITERATURE OF NINETEENTH
CENTURY ROMANTICISM. 5 hours
A study of Romanticism with emphasis on the major poets.
495. ENGLISH LITERATURE OF THE VICTORIAN ERA. 5 hours
A study of the major writers of the period in both prose and poetry. A general study of social conditions in England from 1832 to 1900.

FINE ARTS DEPARTMENT

The Fine Arts Department includes courses of study in the areas of Visual Arts, Music, Speech and Drama. A Bachelor of Science degree is offered in Art Education and Music Education. A Bachelor of Arts degree is offered in Craft Design. Any student may minor in Fine Arts with an emphasis in either of the above areas of study.

MAJOR IN CRAFT DESIGN**GENERAL EDUCATION REQUIREMENTS:**

English 101, 102, or 105H; English 203-204 or 205-206; Mathematics 101; Science (two course sequence of 101, 102 in either Biology, Chemistry, or Physics and one additional 5 hour course in Mathematics or Science); Social Science (four courses are required from Political Science 101; History 101, 102, 103, Sociology 101, Psychology 101 and Economics 151; Political Science 101 and at least one course in history are required).

LANGUAGE REQUIREMENTS: See Page 52.

MAJOR COURSES: Art 101 a,b,c; Visual Arts Survey 205 a,b,c; Art 201 a,b,c; Art 310, 320, 340, 360, 370, 380 (any four); Art History 351, 450, 451 (any two); Art 410, 420, 440, 480 (any two); Art 460, 461, 462, or 470, 471, 472 (any sequence of three); Art 490.

OTHER REQUIREMENTS: Physical Education (Basic Military for Cadets; Music or Drama (any one); *History 100; Advanced Military Science (Cadets).

*This requirement can be satisfied by successfully passing an examination on American and Georgia History administered by the Department of Social Science.

ELECTIVES: Students will elect five approved courses as electives. The total number of credit hours to be at least 193 hours exclusive of military (for Cadets) and physical education.

MAJOR IN ART EDUCATION**GENERAL EDUCATION REQUIREMENTS:**

English 101, 102, or 105H; English 203-204 or 205-206; Mathematics 101; Science (one two-course sequence of 101, 102 in either Biology, Chemistry, or Physics and one additional 5 hour course in Mathematics or Science); Social Science (four courses are required from Political Science 101, History 101, 102, 103, Sociology 101, Psychology 101 and Economics 151, Political Science 101 and at least one course in History are required).

LANGUAGE REQUIREMENTS: None.

MAJOR COURSES: Art 101 a,b,c; Visual Arts Survey 205 a,b,c; 201 a,b,c, Art 310, 410, 320, 420, 340, 440 (any three); Art 202, 360, 460, 370, 470, 380, 480 (any three); Art History 351, 450, 451 (any two); Art Education 331, 332, Art 490; Education 204, and any one of 303, 305; Education 311d, 421d, 431d.

OTHER REQUIREMENTS: Physical Education (Basic Military for Cadets); Music or Drama (any one); *History 100; Advanced Military Science (Cadets).

*This requirement can be satisfied by successfully passing an examination on American and Georgia History administered by the Department of Social Science.

ELECTIVES: Students will select two approved courses as electives. The total number of credit hours to be at least 193 hours exclusive of military (for Cadets) and physical education.

MAJOR IN MUSIC EDUCATION

GENERAL EDUCATION REQUIREMENTS:

English 101, 102, or 105H; English 203-204 or 205-206; Mathematics 101; Science (one two-course sequence of 101, 102 in either Biology, Chemistry, or Physics and one additional 5 hour course in Mathematics or Science); Social Science (four courses are required from Political Science 101, History 101, 102, 103, Sociology 101, Psychology 101 and Economics 151; Political Science 101 and at least one course in History are required).

LANGUAGE REQUIREMENTS: None.

MAJOR COURSES: Music 100, 101, 102, 103, 117, 118 (any four); Music 200, 201, 202, 203, 205; 221; 223, 224, 256, 257, 258; Music 301, 302, 306, 309, 310, 321, 322, 323 (any six); Music 407, 409, 417, 418 (any two); Education 204, 305, 311e, 421e, 431e; Applied Principle (18 hours); Applied Secondary (6 hours).

OTHER REQUIREMENTS: Physical Education (Basic Military for Cadets); Art or Drama (any one); *History 100; Advanced Military (for Cadets) and Physical Education.

*This requirement can be satisfied by successfully passing an examination on American and Georgia History administered by the Department of Social Science.

ELECTIVES: Students will select one approved course as an elective. The total number of credit hours must be at least 190 hours exclusive of military (for Cadets) and physical education.

FINE ARTS MINOR

A minor in fine arts will concentrate in either Art, Music, or Drama. A program of study will need the approval of the Head of the Fine Arts Department. Speech 211 is a prerequisite for an emphasis in Drama.

EMPHASIS IN ART:

Applied Art Courses	10 hours
Art History	5 hours
Music or Drama	5 hours

TOTAL 20 hours

EMPHASIS IN MUSIC:

Applied Music	2 hours
Theory (Prerequisite Music 100 or exemption by examination)....	8 hours
Music History	6 hours
Art or Drama	5 hours

TOTAL 21 hours

EMPHASIS IN DRAMA:

Beginning Acting (210)	5 hours
Scene Design (320)	5 hours
Interpretation (430)	5 hours
Rehearsal and Production (101)	1 hour
Art or Music	5 hours

TOTAL 21 hours

COURSES IN ART

- 101a. ART. *Fall Quarter*. 5 hours
An introduction to the structure of drawing.
- 101b. ART. *Winter Quarter*. 5 hours
A survey of design exercises in two-dimensional composition.
- 101c. ART. *Spring Quarter*. 5 hours
An introduction to color and wash techniques in drawing.
- 250a. VISUAL ARTS SURVEY. *Fall Quarter*. 3 hours
A survey of outstanding art examples, Prehistoric through Gothic.
- 250b. VISUAL ARTS SURVEY. *Winter Quarter*. 3 hours
A survey of outstanding art examples to Neo-Classical.
- 250c. VISUAL ARTS SURVEY. *Spring Quarter*. 3 hours
A survey of outstanding art examples, Neo-Classical to present.
- 201a. ART. *Fall Quarter*. 3 hours
A survey of color theories and design problems.
- 201b. ART. *Winter Quarter*. 3 hours
A survey of graphic techniques with layout and lettering problems.
- 201c. ART. *Spring Quarter*. 3 hours
An introduction to three-dimensional design problems.
202. CRAFT SURVEY. *Fall Quarter*. 5 hours
A survey of craft techniques related to utilitarian design, production and marketing.
252. FINE ARTS. *Winter Quarter*. 5 hours
An orientation to the disciplines of art and music through a systematic study of basic principles and exemplified in selected works.
310. DRAWING AND PAINTING. 5 hours
Drawing and painting from still life, figures and landscape with mixed media.
- 311d. ART EDUCATION CURRICULUM. (See Page 81) 5 hours
320. SCULPTURE. 5 hours
A study of three-dimensional problems involving the technical uses of clay, wood, plaster, and stone.
331. ELEMENTARY SCHOOL ART*. 5 hours
Fall, Winter, and Spring Quarters.
332. HIGH SCHOOL ART*. 5 hours

*A study of the individual's need for creative art activities from preschool through elementary school and from junior high grades through high school. Laboratory work will involve basic experimentation with art materials that can be applied to teaching adolescents and adults covering the four major areas of drawing and painting, graphics, weaving, and sculpture. Four two-hour laboratory periods and one one-hour lecture per week.

340. **PRINTMAKING.** 5 hours
A study of creative problems involving relief and serigraph printing techniques.
350. **CONTEMPORARY ART HISTORY.** 5 hours
A study of contemporary art and its development.
360. **TEXTILE DESIGN.** 5 hours
A study of fundamental design problems in fabrics. Techniques of printing, batik, weaving, and stitching will be covered.
370. **POTTERY.** 5 hours
A study of fundamental design problems in clay. Techniques of building, firing, and glaze formation will be covered.
380. **PHOTOGRAPHIC DESIGN.** 5 hours
A study of fundamental design problems in photography. Techniques using the pin-hole camera and dark-room equipment will be studied.
410. **DRAWING AND PAINTING.** 5 hours
An in-depth study of painting problems using water colors.
411. **DRAWING AND PAINTING.** 5 hours
An in-depth study of painting problems using oil paints.
420. **SCULPTURE.** 5 hours
An in-depth study of sculpture problems.
- 421d. **MATERIALS AND METHODS
FOR ART EDUCATION** (See Page 82) 5 hours
430. **CLASSROOM PROBLEMS IN TEACHING ART.** 5 hours
This course is designed for classroom teachers. Discussions on program planning, motivation and outstanding art concepts along with supervised teaching experiences will be emphasized.
- 431d. **STUDENT TEACHING IN ART.** (See Page 83) 15 hours
440. **PRINTMAKING.** 5 hours
An in-depth study of creative problems using printmaking techniques.
450. **NON-WESTERN ART HISTORY.** 5 hours
A study of outstanding art monuments of Japan, China, India, South America, and Africa.
451. **RENAISSANCE ART HISTORY.** 5 hours
A study of outstanding art monuments of the Renaissance.
- 460, 461, 462. **TEXTILE DESIGN.** 5 hours each
These courses are planned to give seniors in craft design a concentrated in-depth study of textile design.
- 470, 471, 472. **POTTERY.** 5 hours each
These courses are planned to give seniors in craft design a concentrated in-depth study of pottery and learning to use the potter's wheel.
480. **PHOTOGRAPHIC DESIGN.** 5 hours
An in-depth study of problems in photography.

490. SEMINAR AND EXHIBITION.**5 hours**

This course is to be taken by senior art majors in preparation for a senior art exhibition of each student's work completed at North Georgia College.

491. PROBLEMS IN ART.**5 hours**

This course is offered to seniors who wish to do independent studies in art of an advanced nature. Permission from the Head of the Fine Arts Department is needed.

COURSES IN MUSIC**100. FUNDAMENTALS OF MUSIC. *Fall Quarter.*****3 hours**

An introduction to the rudimental aspects of musical understanding; terminology; notation; concepts of scale, tonality, rhythm, and harmony.

101. THEORY: ELEMENTARY. *Winter Quarter.***4 hours**

An introduction to harmony through part-writing of triads. Sight-singing and dictation are included.

102. THEORY: ELEMENTARY. *Spring Quarter.***4 hours**

Continuation of 101. Triads in inversion and dominant seventh chords are treated through part-writing. Sight-singing and dictation are included.

103. KEYBOARD HARMONY.**1 hour**

Spring Quarter. Prerequisite: Music 101.

Simple harmony realized on the piano.

117a, b, c. CLASS VOICE.**1 hour a quarter**

Voice production and diction are studied through the use of unison and solo song material.

118a, b, c. CLASS PIANO.**1 hour a quarter**

A course designed for the student who has had no formal instruction in piano. Elementary piano music, technique, and music reading will be included.

130 Series. APPLIED PRINCIPLE.*2 hours**

P139—Piano

O130—Organ

V130—Voice

W130—Flute

B130—Trumpet

D130—Percussion

B131—French Horn

W132—Clarinet

B132—Trombone

W133—Bassoon

B133—Baritone Sax

W134—Saxophone

B134—Tuba

Private instruction on those instruments listed. Course may be modified M130 for one hour credit for all instruments.

030 Series (030, 031, 032, 033, 034). APPLIED MUSIC.**2 hours**

Private instruction for students below freshman level of performance. Credit earned in the 030 Series will not apply toward principle instrument requirements.

190a, b, c. CHORUS.*3 hours (1 hour a quarter)**

Fall, Winter, Spring Quarters.

Open to all qualified students by audition. The College Chorus rehearses three hours per week and presents performances both on and off campus. Emphasis is placed on exploration of various styles of vocal music.

191a, b, c. CONCERT BAND.*3 hours (1 hour a quarter)**

Fall, Winter, Spring Quarters.

Membership in the concert band is open to all qualified students by audition.

Balanced instrumentation is a factor in accepting new members each quarter. Symphonic band transcriptions and compositions for band will be included in the performances both on and off campus.

**Students may earn up to twelve quarter hours through ensemble or band participation. However, no more than six of these hours may apply toward graduation requirements.*

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|--|-------------------|
| 200. THEORY: INTERMEDIATE. | 4 hours |
| Secondary dominant chords and inversions, sight-singing and dictation. | |
| 201. THEORY: INTERMEDIATE. | 4 hours |
| Altered chords, sight-singing, and dictation. | |
| 202. THEORY: ADVANCED. | 3 hours |
| Chromatic harmony, modulation and contemporary harmonic techniques. | |
| 203. KEYBOARD HARMONY. | 1 hour |
| Techniques for harmonic accompaniment and modulation. | |
| 205. MUSIC HISTORY AND APPRECIATION. | 5 hours |
| <i>Spring Quarter.</i> | |
| An introduction to the history of music. Musical language, form, instrumentation, and expression are treated through lectures and the hearing of representative works. | |
| 221. PERCUSSION TECHNIQUES. | 2 hours |
| Theory and practice in performance on the common percussion instruments. | |
| 222a, b. WOODWIND INSTRUMENTS. | 2 hours a quarter |
| Theory and practice in performance on the single and double reed instruments. | |
| 223a, b. BRASSWIND INSTRUMENTS. | 2 hours a quarter |
| Theory and practice in performance on the brasswind instruments. | |
| 224a, b. STRING INSTRUMENT TECHNIQUES. | 2 hours a quarter |
| 230 Series. APPLIED MUSIC. | 2 hours |
| Continuation of 130 Series. Course may be modified to M230 for one hour credit for all instruments. | |
| 252. FINE ARTS. <i>Winter Quarter.</i> | 5 hours |
| An orientation to the disciplines of art and music through a systematic study of basic principles and exemplified in selected works. | |
| 256. HISTORY OF MUSIC—TO 1600. | 3 hours |
| A survey designed to acquaint the student with the literature within a historical perspective. Composers, styles, and media are studied. | |
| 257. HISTORY OF MUSIC—1600 TO 1800. | 3 hours |
| A continuation of Music 256. | |
| 258. HISTORY OF MUSIC—SINCE 1800. | 3 hours |
| A continuation of Music 257. | |
| 301. FORM AND ANALYSIS. | 3 hours |
| Basic principles for the analysis of musical forms. | |

302. COUNTERPOINT. 3 hours
The study and composition of Eighteenth Century contrapuntal genres.
306. MUSIC FOR THE ELEMENTARY GRADES. 5 hours
A course designed to develop in teachers an understanding of child growth through music. Music theory, materials, methods, and problems pertaining to the teaching of music in the elementary school are studied.
309. TEACHING AND SUPERVISION OF
ELEMENTARY SCHOOL MUSIC. 3 hours
Consideration of the role of the music specialist in the elementary school.
310. INSTRUMENTAL MUSIC IN THE
ELEMENTARY SCHOOL. 2 hours
- 311e. MUSIC EDUCATION CURRICULUM. (See Page 81) 5 hours
321. CONDUCTING. 2 hours
Basic conducting techniques and score readings for choral and instrumental ensembles.
322. ADVANCED CONDUCTING. 2 hours
Specialized techniques for conducting instrumental music.
323. ADVANCED CONDUCTING. 2 hours
Specialized techniques for conducting choral music.
- 330 Series. APPLIED MUSIC. (See 130 Series) 2 hours
Course may be modified to M330 for one hour credit for all instruments.
- 407, (707). CURRENT TRENDS IN MUSIC
FOR THE CHILD. 5 hours
Analysis and adaptation of current materials and techniques for creating teaching strategies and projects in music for preschool to early adolescence.
409. COMPOSING AND ARRANGING FOR
WIND ENSEMBLE. 2 hours a quarter
A. Foundation and exercises. B. Projects.
A study of techniques and instrumentation with an original composition as a final project.
417. INSTRUMENTAL MUSIC IN THE HIGH SCHOOL. 2 hours
This course considers the organization and administration of instrumental performing groups commonly found in the high school.
418. CHORAL MUSIC IN THE HIGH SCHOOL. 2 hours
In this course consideration is given to the organization and administration of the choral program in the high school.
- 421e. MATERIALS AND METHODS FOR
MUSIC EDUCATION. (See Page 83) 5 hours
- 431e. STUDENT TEACHING IN MUSIC. (See Page 83) 15 hours

COURSES IN DRAMA

101. REHEARSAL, PRODUCTION AND PERFORMANCE. 1 hour
Provides the student with the opportunity to learn through actual theatrical productions.

210. BEGINNING ACTING. 5 hours
Students are instructed in speech and movement for the stage, as well as in basic interpretations. Pantomime, characterization, and materials for the actor are studied.

211. SPEECH. 5 hours
A course designed to help the speaker achieve a style of speaking which is natural, correct, and effective. Open to freshmen by permission only.

212. ARGUMENTATION AND DEBATE. 5 hours
A study of the theory and practice of argument as a form of communication. The study will include analysis of advertising, propaganda, and other forms of argumentative material and an introduction to formal debate.

213. PLAY PRODUCTION. 5 hours
An introduction to the technical aspects of play direction and production. The course will include such matters as the selection of plays, casting, planning and preparation for production, and stagecraft.

320. SCENE DESIGN. 5 hours
Includes methods and techniques of set construction, basic principles of scene design, and instruction in materials used in standard theatre practice. Students participate in crew work in designing, building, and painting settings.

350. HISTORY OF DRAMA. 5 hours
Survey of the theatre from its beginnings to the present. Includes study of theatrical facilities, plays, and major dramatic movements.

430. INTERPRETATION. 5 hours
Materials used by the actor are studied and analyzed for proper interpretation on the stage. Emphasis is on speech, voice, and interpretation for various periods.

DEPARTMENT OF HOME ECONOMICS
MAJOR IN HOME ECONOMICS**GENERAL EDUCATION REQUIREMENTS:**

Physical Education; English 101-102 or 105H; English 203-204 or 205-206; History 101, 102, 103 (any two); Political Science 101; Mathematics 101; Biology 101-102; Chemistry 101-102.

LANGUAGE REQUIREMENT: None.

MAJOR COURSES: Home Economics 100, 201, 215, 220, 224, 275, 293, 300, 304, 306, 325, 411, 445, 475, 400, and 490.

MINOR FIELD: None.

OTHER REQUIREMENTS: History 100*; Chemistry 230; Psychology 101; Health 390; Public Speaking 211; Art 202.

*This request can be satisfied by successfully passing an examination on American and Georgia history administered by the Department of Social Science.

ELECTIVES: Students will offer specifically approved courses to bring the total number of credit hours to at least 185, exclusive of physical education.

COURSES IN HOME ECONOMICS

100. INTRODUCTION TO HOME ECONOMICS. 2 hours

A course designed to develop understanding and appreciation of the scope of home economics, purposes and trends in the field and includes a survey of opportunities of professional home economists; two lecture hours per week.

201. SOCIAL CUSTOMS AND CULTURE. *Spring Quarter.* 3 hours

North Georgia's "essential military nature" makes unique many problems in the social area which students face now and in future military life or as military wives. Concerns of civilian and military etiquette as they relate to personal development of poise, assurance and know-how that aid students in meeting life's social situations; knowledge of the wider meanings of being a gentleman (including standard of military bearing) or gentlewoman, and some practice in structured social situations, which the armed services officer, an accomplished host or hostess needs, are included in study and practice. The schedule of social events to be carried out in planned evening sessions is provided to give some actual practice of knowledge gained and measurement of student's progress in learning. Two hours of lecture and one two-hour evening laboratory.

Offered as general elective. Open to men and women.

202. CRAFT SURVEY. *Fall Quarter.* 5 hours

This course is required of home economics majors but is offered as a general elective. (See page 92)

215. INTRODUCTORY FOODS. *Spring Quarter.* 5 hours

A practical course that presents the facts and principles which govern food selection, preparation, and table service, and the basic facts of nutrition, along with their application to individual needs. Field trips to food processing plants and food markets are included. Two lectures and two three-hour laboratory periods per week.

220. PROBLEMS IN CLOTHING CONSTRUCTION. 5 hours

Winter Quarter.

Course includes clothing selections; emphasis on principles of pattern alterations, fitting, and fundamental techniques in garment construction using the flat pattern. Two lectures and two three-hour laboratory periods per week.

224. TEXTILES. *Fall Quarter.* 5 hours

A study that emphasizes textiles, fibers and fabrics, their properties, structure, manufacturing and wearing qualities from the consumer standpoint; physical and chemical testing for adulterations and fiber content; economic consideration in selection and buying; textile legislation; and recent trends in textiles and developments in the field. Four lectures and one two-hour laboratory period per week.

275. HOME PLANNING AND FURNISHINGS. *Spring Quarter.* 5 hours

A study of the historical decorative movements and period furnishings, and a basic course in evaluation of house plans and furnishings for contemporary

family living. Laboratory experiences deal with wood refinishing, upholstery techniques, window treatments, and application of design principles in home planning. Three lectures and two two-hour laboratory periods per week.

293. EDUCATION FOR MARRIAGE AND

FAMILY RELATIONSHIPS. *Winter Quarter.*

5 hours

The aim of this course is to give students an appreciation of the family as a unit considering problems in establishing and managing a happy home; to help develop a realistic approach to marriage and family relationships with its problems of adjustments, and to give an insight into one's own hetero-sexual development in order to plan more soundly for marriage and family responsibility. It is the intent that this course be a part of the general education of all students and sufficiently flexible for either sociology or home economics credit.

300. HOUSEHOLD EQUIPMENT. *Winter Quarter.*

5 hours

A study of the basic principles involved in the operation of electrical and motor driven appliances used in the home in order to have maximum efficiency; performance and safety in use for all types of household equipment. Students gain from this course the knowledge of criteria that enables them to select, care for and use a variety of types of household equipment efficiently. Four lectures and one two-hour laboratory period per week.

304. FAMILY MANAGEMENT AND ECONOMICS.

5 hours

Winter Quarter.

Designed to assist students in gaining an understanding of management problems in the home and with family resources by making the wisest planned use of the total family resources—time, energy, and money; emphasis on family income and problems of distribution. Five lectures per week.

306. MEAL PLANNING AND TABLE SERVICE.

5 hours

Fall Quarter. Prerequisite: Home Economics 215.

The choice, purchase, preparation, and service of meals considering the nutritional needs and management of human resources are studied. Lab work involves individual and group projects in entertaining, applicable to family life situations. Two lectures and two three-hour laboratory periods per week.

311. NUTRITION EDUCATION. *Spring Quarter.*

5 hours

Course is specifically designed for teachers. Emphasis is on essentials of an adequate diet. Methods of teaching nutrition in primary and secondary grades. Students prepare resource teaching units.

Not open to majors in home economics.

325. TAILORING.

5 hours

Fall Quarter. Prerequisites: Home Economics 220 and 224.

Includes advanced construction techniques in handling wool fabrics and blends; couture and custom-made garments; and construction of tailored ensemble from basic muslin pattern. Two lectures and two three-hour laboratory periods per week.

400. HOME MANAGEMENT RESIDENCE.

5 hours

Prerequisite: Consent of the Department Head.

Course provides actual experience in living in the residence and accepting various responsibilities of homemaking and in applying management principles. Individual and group work provide opportunities for management of resources, conscious decision-making, and group relationships. Experiences include budgeting, buying food, preparing and serving meals, caring for the home, using and caring for equipment and furnishings, and carrying out group activities of both formal and informal nature.

411. NUTRITION. *Fall or Winter Quarter as needed.* 5 hours

A study of changes involved in the digestion and metabolism of foods. Selection and evaluation of useful facts in meeting everyday nutritional problems, particularly those related to food composition, chemistry, and physiology of body processes as affected by dietetics and medicine. This course is designed to enable students to recognize the true nutritional values and relative costs of food in relation to feeding the family.

445. DESIGN AND DRAPING. *Spring Quarter.* 5 hours
Prerequisites: Home Economics 220, 224, and 325; may be waived upon consent of instructor.

A study of pattern designing and draping techniques used to construct garments. Emphasis on making master pattern using a dress form. Study of artistic effect of color, line, and texture. Two lectures and two three-hour laboratory periods per week.

475. INTERIOR DESIGN AND DECORATION. 5 hours
Winter Quarter.

A study of the basic principles of design with focus on understanding the aesthetic and practical elements that make up a functional home—contemporary trends in furniture design and architecture; and historical and cultural design development of ceramics, metals and textile fabrics as decorative home accessories.

490. PRE-SCHOOL CHILD CARE AND TRAINING. 5 hours
Spring Quarter.

This course is a comprehensive study of the pre-school development and educational principles involved in child care and training, as related to the young child's entire personality, physical make-up, as well as the mental, emotional, and social elements found within the child. Basic criteria and parental guidance in accomplishment of this purpose are emphasized.

Four lectures and one two-hour laboratory per week. The laboratory will be supervised observation in a nursery school situation.

Not open to students who have credit in Psychology 301.

DEPARTMENT OF MATHEMATICS

MAJOR IN MATHEMATICS

GENERAL EDUCATION REQUIREMENTS:

Physical Education (Basic Military for Cadets); English 101-102 or 105H; English 203-204 or 205-206; History 101, 102, 103 (any two); Political Science 101; Science, 15 hours; Psychology 101; Mathematics 101-102 or 113H.

LANGUAGE REQUIREMENT: See Page 52.

MAJOR COURSES: Math. 245, 246, 247, 300, 360, 361, 410, 411, 415*.

MINOR FIELD: See Page 52.

OTHER REQUIREMENTS: Advanced Military Science (Cadets) (18 hours); History 100**.

ELECTIVES: Students will offer specifically approved elective courses to bring the total number of credit hours to at least 185, exclusive of basic military science (for Cadets) and physical education.

*None of these courses may be taken as such unless the grade in each of the prerequisite courses was C or better. Departmental majors are expected to maintain a B average in these courses.

**This requirement can be satisfied by successful passing of an examination on American and Georgia history administered by the Department of Social Science.

SECONDARY TEACHER EDUCATION PROGRAM IN MATHEMATICS

GENERAL EDUCATION REQUIREMENTS:

English 101-102 or English 105H; English 203-204 or English 205-206; Political Science 101; History 101-102; Psychology 101; Mathematics 101 and 102 or Mathematics 113H (not part of major credits); and a 10-hour sequence of courses in a Natural Science (a physics minor is recommended).

FOREIGN LANGUAGE: See Page 52.

COURSES TOWARD THE MAJOR: Normally Mathematics 122, 245, 246, 247, (the analytic-calculus sequences).

PE AND/OR MILITARY SCIENCE: All students are required to take six quarter hours of physical education and/or basic military science (cadets) unless excused. Cadets must, in addition, take 18 quarter hours of advanced military science.

PROFESSIONAL EDUCATION: Education 204 (Introduction to Education); Education 305 (Educational Psychology); Education 311c (High School Curriculum); Education 421c (Methods and Materials for High School Grades); Education 431c (Student Teaching in High School).

MATHEMATICS FOR SECONDARY TEACHERS: In addition to the previously listed courses, each student is required to take: Math. 360 (Introduction to Modern Algebra); Math. 361 (Modern Algebra and Matrix Theory); Math. 312 (Geometry for Teachers); Math. 240 (Probability and Statistics) and additional electives from: Math. 250 (Computer Programming and Numerical Analysis); Math. 300 (Differential Equations); Math. 410 (Introduction to Analysis); Math. 411 (Mathematical Analysis); Math. 415 (Elementary Vector Analysis).

ELECTIVES: Additional approved electives must be taken to obtain a minimum of 185 credit hours for graduation.

MINOR IN MATHEMATICS

A minor in mathematics consists of the following courses: 245, 246, 247, and any two courses from the 300 or 400 level for a total of five courses beyond the freshman level.

COURSES IN MATHEMATICS

99. INTERMEDIATE ALGEBRA. (*On Demand.*)

Non-Credit

Five hours of recitation per week designed to meet the needs of students whose high school transcript or placement score indicates an inadequate mathematical preparation.

101. COLLEGE MATHEMATICS I. 5 hours
Fall, Winter, Spring, and Summer Quarters.

A modern introduction to the axiomatic method as applied to the complex field and its substructures. Mathematical induction, function, matrices, determinants, and the solution of linear systems are included.

102. COLLEGE MATHEMATICS II. 5 hours
Fall, Winter, Spring, and Summer Quarters.

Theory of equations; permutations, combinations, probability; exponential, logarithmic, and circular functions and their graphs; solution of transcendental equations; identities and De Moivre's Theorem.

- 113H. ALGEBRA AND TRIGONOMETRY
FOR HONOR STUDENTS. 5 hours
Fall Quarter. Prerequisites: Qualifying score on the
Placement examination and High School Trigonometry.

This course is designed for students whose preparation is such that a review of High School Algebra and Trigonometry is unnecessary. Topics in analytical trigonometry including graphs, identities, equations and complex numbers will be covered. Mathematical induction, the binomial theorem, inequalities, partial fractions, permutations, combinations, probability, and theory of equation will be the areas of emphasis in Algebra.

122. PLANE ANALYTIC GEOMETRY. 5 hours
Fall, Spring, and Summer Quarters.

Prerequisites: Mathematics 101 and 102 or 113H.

The analytic geometry of the point, line, circle and elementary properties of conic sections; transformers of coordinates, polar and rectangular graphs and the simpler transcendental curves and parametric equations.

- 122H. ANALYTICAL GEOMETRY
FOR HONOR STUDENTS. 5 hours
Winter Quarter. Prerequisite: Mathematics 113H.

A study of the conic sections, higher plane curves, transcendental curves, rectangular and polar coordinates with an introduction to solid analytics.

151. COMPUTER PROGRAMMING. 2 hours
Fall, Winter, Spring, and Summer Quarters.

Prerequisites: Ten hours of Math or Math 113H.

Recommended for all math majors, but not required.

Organization and characteristics of digital computers; description and use of programming language; development of algorithms and programs for elementary numerical problems.

240. PROBABILITY AND STATISTICS. 5 hours
Winter and Spring Quarters.

A non-calculus introduction to randomness, central tendency, variance, Bayes and Chebyshev's Theorems, correlation and regression, binomial distributions.

245. DIFFERENTIAL CALCULUS. 5 hours
Fall and Winter Quarters. Prerequisite: Mathematics 122.

The limit concept of the calculus and its employment in derivatives of algebraic and transcendental functions; the applications of derivatives to problems in maxima, minima, rates, and so on.

245H. DIFFERENTIAL CALCULUS FOR HONOR STUDENTS.

5 hours

Spring Quarter. Prerequisite: Mathematics 122H.

The limit concept and the other usual treatment of Mathematics 245 as stated above given in a more thorough manner from a more advanced point of view.

246. INTEGRAL CALCULUS.

5 hours

Winter and Spring Quarters. Prerequisite: Mathematics 245.

This course is a continuation of Mathematics 245 and includes curvature, theorem of mean value, indeterminate forms, formal integration, integration by various devices, and applications to areas, lengths, and volumes.

247. INTERMEDIATE CALCULUS.

5 hours

Spring Quarter. Prerequisite: Mathematics 246.

This course is a continuation of Mathematics 246 covering series, expansion of functions, hyperbolic functions, partial differentiation and multiple integrals.

250. NUMERICAL ANALYSIS. Prerequisite: Math 246.

5 hours

Numerical solutions to problems in mathematics: roots of non-linear equations, zeros of polynomials, interpolation, systems of linear algebraic equations, quadrature, ordinary differential equations with analysis of methods and errors; programming of methods on computer.

252. COMPUTER SCIENCE.

5 hours

(On Demand.) Prerequisite: Math 151.

History of computers; internal representation and handling of numbers; Boolean algebra; computer organization and characteristics; input and output; supervisory (executive) systems; algorithms and flow charting; elements of machine language; a higher-level language.

300. DIFFERENTIAL EQUATIONS.

5 hours

Fall Quarter. Prerequisite: Mathematics 246.

Ordinary differential equations with applications to physics and mechanics.

310. INTRODUCTION TO MODERN MATHEMATICS FOR ELEMENTARY AND JUNIOR HIGH TEACHERS I. *Spring and Summer Quarters.*

5 hours

Prerequisite: 10 hours of college mathematics or the consent of the Math Department upon the recommendation of the Education Department.

A systematic development of the structure of the real number system from the concept of set through the systems of natural numbers, whole numbers, integers, and rational numbers designed to meet the Level I recommendations of the Committee on the Undergraduate's Program in Mathematics.

311. INTRODUCTION TO MODERN MATHEMATICS FOR ELEMENTARY AND JUNIOR HIGH TEACHERS II. (GEOMETRY.) *Spring, Summer Quarters.*

5 hours

Prerequisite: 10 hours of college mathematics or the consent of the Math Department upon the recommendation of the Education Department.

A course designed to meet the Level 1 recommendations of the Committee on the Undergraduates Program in Mathematics in the area of geometry.

Note: 310 and 311 are offered on alternate years.

312. **GEOMETRY FOR TEACHERS.** *Spring Quarter.* 5 hours
 Designed to prepare the student to teach modern secondary-school geometry. Euclidean and non-Euclidean geometrics and a study of the second geometry curriculum and its materials.
360. **INTRODUCTION TO MODERN ALGEBRA.** 5 hours
Winter Quarter. Prerequisite: Approval by Dept. Head.
 An introduction to the number system, groups, field, matrices, and vectors.
361. **MODERN ALGEBRA AND MATRIX THEORY.** 5 hours
Spring Quarter. Prerequisite: Math 360.
 An extension of the introductory course to more details and theory on topics such as Boolean Algebra, Groups, Matrices, Determinants, Fields, Rings and Ideals.
410. **INTRODUCTION TO ANALYSIS.** 5 hours
Winter Quarter. Prerequisite: 10 hours Math beyond Math 246.
 An introduction to the real and complex number systems, the basic notions on set theory, the limit concept and continuity, vector analysis, Fourier series and Fourier Integrals.
411. **MATHEMATICAL ANALYSIS.** 5 hours
Spring Quarter. Prerequisite: Math 410.
 An extension of the introductory course to those topics normally covered in Advanced Calculus and in the theory of the functions of a real variable.
415. **ELEMENTARY VECTOR ANALYSIS.** *Fall Quarter.* 5 hours
 Prerequisite: 10 hours of Math beyond Math 245 or the consent of the Department Head.
 The elements of vector algebra and vector calculus with some space generalizations.

RELATED MATHEMATICS COURSES

215. **PLANE SURVEYING.** 5 hours
Spring Quarter. Prerequisite: Math 102.
 This course is designed to give the student a working knowledge of surveying instruments and their care and use. Field work in chaining, leveling, compass, plane table and transit surveys. Office work in calculation from field notes and map making. This course is given from text notes and library references, and will conform to methods and forms in use in good engineering practice. 3 hours lectures, 4 hours laboratory.
350. **DESCRIPTIVE ASTRONOMY.** 5 hours
Winter, Spring, and Summer Quarters.
 A general study of the celestial spheres and of introductory modern astronomy with some details of our solar system. The course includes laboratory telescope observations and planetarium demonstrations. 3 hours of lectures, 4 hours laboratory.
301. **METEOROLOGY.** 5 hours
Winter Quarter. Prerequisites: Math 101 and 102.
 A basic course designed to acquaint the student with the fundamental concepts of meteorology and its relation to other fields of interest. Mathematics will be used when it seems essential to the complete understanding of a concept. Included are such topics as air masses and front, cloud classification, precipitation mechanisms, weather observations, fundamental forecasting theories, and interpretation of weather charts and diagrams.

DEPARTMENT OF MILITARY SCIENCE

The mission of the Senior Division R.O.T.C. is to produce junior officers who have the qualities and attributes essential to their progressive and continued development as officers in the U.S. Army.

Military instruction and training, through their emphasis on cooperation, responsiveness, loyalty, punctuality, self-confidence, and personal appearance, also provide preparation for the successful pursuit of all worthwhile careers in civilian life.

HISTORY

At the close of World War I, Congress authorized qualified and interested colleges to establish units of Reserve Officers Training Corps. North Georgia College, having been devoted to the ideals of military training since 1873, found itself already in full accord with prevailing national thought.

The record of North Georgia College as a military college, in time of peace as in time of war, has been distinguished. During each consecutive year since 1928, the college has earned a position of high esteem among military colleges.

The General Military Science curriculum was adopted in 1952. Most institutions have now adopted this curriculum. It permits the student a larger choice in selection of the branch of service in which he wishes to serve.

GRADUATION AND THE COMMISSION

Each member of the R.O.T.C. who successfully completes the terms of his contract, receives a degree from North Georgia College, has attained the age of 18 years, has been found physically qualified, and who is recommended by the Professor of Military Science as being mentally, morally, and professionally qualified, is commissioned a Second Lieutenant in the United States Army Reserve. The Department of the Army annually authorizes the selection of a number of outstanding students to be designated as Distinguished Military Students (DMS). Cadets so chosen must be in the upper third of their military class and in the upper half of their class academically; and if they maintained their qualifications, they may be graduated as Distinguished Military Graduates and commissioned as Second Lieutenants in the Regular Army.

DRILLS, PARADES AND REVIEWS

The drill periods normally held on Monday afternoons and selected Saturday mornings during the school year are conducted by Cadet Officers and Non-commissioned Officers under the supervision of the U.S. Army Instructor Group. Ceremonies consisting of Parades or Reviews highlight the presentation of awards or the honoring of a distinguished guest.

ALLOWANCES FROM THE DEPARTMENT OF ARMY:

See Government Allowances, Page 21.

SUMMER CAMP

Each cadet on contract status is required to attend a six-week, Third U.S. Army R.O.T.C. Summer Camp during the summer between his junior and senior years. The forty-two day training program is designed to supplement campus instruction with field instruction and practical exercises of a nature which cannot be satisfied at North Georgia College because of safety and training area limitations. Transportation cost to and from camp plus pay for attendance at the rate of fifty percent of the base pay of a Second Lieutenant is received by each cadet. While in camp, clothing, subsistence and medical attention are furnished.

ARMY FLIGHT PROGRAM

Flight training is offered at government expense to selected senior military students. The instruction is designed to qualify the student in the basic principles of flying and includes both ground and flight instruction.

Academic credit (5 hours) is given in the Physics Department to those cadets who successfully complete requirements of the Army Flight Program.

R.O.T.C. COURSES

The basic course, general ROTC program is comprised of Military Science I (MS I) and MS II courses in the 100 and 200 series. The advanced course ROTC program, MS III and MS IV, is comprised of 300 and 400 series subjects. MS I and MS II courses meet two classroom hours per week. MS III and MS IV meet three classroom hours per week. In addition, all ROTC courses meet one hour of leadership laboratory each week.

FIRST YEAR—BASIC COURSE—MS I**100. US DEFENSE ESTABLISHMENT I. *Fall Quarter.* 1 hour**

An introductory course providing the student an orientation on the purpose and objectives of the Reserve Officer Training Program, general familiarity with the US organization for defense, and the Army concept of organizational structure and associated missions from squad through division level. Individual responsibilities are emphasized through instruction in basic weaponry, marksmanship, and the significance of the customs, traditions, and courtesies of the service. Initial leadership training as a squad member is accomplished by practical exercise.

101. US DEFENSE ESTABLISHMENT II. *Winter Quarter.* 1 hour

This course is a continuation of the MS 100 course with emphasis on the organization of the Department of Defense and the roles, missions, and structure of the Departments of Army, Navy, and Air Force. Selected aspects of national security are studied. Leadership development continues with emphasis on basic operational knowledge required of junior leaders in the subjects of infantry weapons, land mines, and CBR defense.

102. SELECTED INDIVIDUAL MILITARY ARTS. 1 hour
Spring Quarter.

Further study and practical application of basic military subjects required of the junior leader. Subject areas covered include first aid, cover and concealment, small unit field fortifications, and the principles and techniques of escape and evasion. An introduction is provided to the use and reading of military maps. Leadership training emphasizes the responsibilities of the individual in a military environment.

SECOND YEAR—BASIC COURSE—MS II

200. AMERICAN MILITARY HISTORY. *Fall Quarter.* 1 hour

A survey of American Military History from colonial times to the present. Although major emphasis is placed on American campaigns, early military activities in Europe and Asia are explored to develop the evolution of operational concepts, military organizational structure, and the principles of war. Selected campaigns are studied to relate the principles of war with the strategy and tactics employed. The leadership qualities displayed by principal commanders are evaluated relative to possible influence on the success or failure of the particular campaign studied.

201. MAP AND AERIAL PHOTOGRAPHY READING. 1 hour
Winter Quarter.

A course designed to familiarize students with the principles of map construction and to provide a thorough understanding of military maps and aerial photographs for field use. Instruction includes military and topographic map symbols, military grid reference system, methods of orientation, resection and intersection. Survey concepts are introduced in relation to map usage. Emphasis is placed on the ability to accomplish terrain evaluation by map analysis.

202. INTRODUCTION TO TACTICS AND OPERATIONS. 1 hour
Spring Quarter.

A study of the mission, organization and composition of basic military teams; principles of offensive and defensive combat firepower, movement, and communication; and an introduction to troop leading procedures. Application of the basic principles of map and aerial photograph reading and an understanding of military geography is required.

THIRD YEAR—ADVANCED COURSE—MS III

300. LEADERSHIP TECHNIQUES AND MILITARY TEACHING PRINCIPLES. *Fall Quarter.* 1 hour

The first portion of the course is a study of the responsibilities and basic qualities required of a leader. Principles and techniques are evolved and applied by examining individual and group leadership problems common to small units. The second portion of the course develops an understanding of the fundamentals of military instruction, including techniques used in planning, presenting, and evaluating instruction.

301. SMALL UNIT TACTICS AND OPERATIONS. 3 hours
Winter Quarter.

A study of small unit tactics, primarily platoon and company, in the execution of offensive and defensive tactical missions. Emphasis is placed on the leader's role in planning, coordinating, and directing the efforts of individuals and small groups comprising a combined arms team. Mission analysis, logical planning, clear instructions, and proper control and supervision are stressed.

302. FUNDAMENTALS OF THE MILITARY TEAM.**3 hours***Spring Quarter.*

Provides the student with an understanding of the roles of the various branches of the Army and the combination of branch forces into effective organizations of combat, combat support, and support units to accomplish broad military missions. Selected special topics are discussed, such as counterinsurgency forces and communication systems, and a review is conducted of the particular skills needed for the ROTC advanced summer camp.

FOURTH YEAR—ADVANCED COURSE—MS IV**400. FUNCTIONS OF COMMAND AND STAFF. *Fall Quarter.* 1 hour**

A study of the command and staff relationship, staff structure, and functions of the staff section provided at various levels of command. The theory and application of military and civilian line and staff concepts are compared. Emphasis is placed on developing a disciplined mental approach to the process of problem solving.

401. DYNAMICS OF THE MILITARY TEAM.**1 hour***Winter Quarter.*

A study of the fundamentals of offensive and defensive tactics and operations of the combined arms team with emphasis on the battalion and brigade level. Primary attention is placed on mission analysis, determination of the factors to be considered in forming a team for specific missions, the staff planning and coordination required, and the application of fire power and maneuver forces.

402. LEADERSHIP AND MANAGEMENT. *Spring Quarter.* 1 hour

Analysis of selected leadership and management problems encountered in unit administration, military justice, personnel management, and the Army readiness program. The contemporary world scene is discussed and evaluated in relation to possible impact on leadership and management problems of the military services. The obligations, responsibilities, and relationships of officers on active duty are reviewed.

DEPARTMENT OF MODERN LANGUAGES
MAJOR IN FRENCH**GENERAL EDUCATION REQUIREMENTS:**

Physical Education (Basic Military for Cadets); English 101-102 or 105H; English 203-204 or 205-206; History 101, 102, 103 (any two); Political Science 101; Mathematics 101-102 or 113H; Science, 15 hours (to include a two-course sequence of 101, 102 in either Biology, Chemistry, or Physics).

LANGUAGE REQUIREMENTS: French 101, 102, 211, 212.

MAJOR COURSES: 30 hours from French 301, 302, 315, 350, 351, 417, 418, 495, 496, 497.

MINOR FIELD: See Page 52.

OTHER REQUIREMENTS: English 401; Advanced Military Science (Cadets) (18 hours); History 100*; German 101, 102, 211 or Spanish 101, 102, 211 (if a second language is not elected as a minor); Psychology 101.

*This requirement can be satisfied by successful passing of an examination on American and Georgia history administered by the Department of Social Science.

ELECTIVES: Students will offer specifically approved elective courses to bring the total number of credit hours to at least 185, exclusive of basic military science (for Cadets) and physical education.

A MINOR IN LANGUAGES

A minor in languages is available in French, German, and Spanish. A minor consists of courses 211-212 plus three advanced courses in one language. Russian 301-302 may be taken in conjunction with other languages, provided one 300-400 course is taken in another language.

SECONDARY TEACHER EDUCATION PROGRAM IN FRENCH

GENERAL EDUCATION REQUIREMENTS:

English 101-102, 205-206; Mathematics 101, 102; Science (Two courses in the sequence 101-102 in either Biology, Chemistry, or Physics); History 100*; History 101, 102, 103 (any two); Political Science 101; French 101, 102, 211, 212.

*This requirement can be satisfied by successful passing of an examination on American and Georgia history administered by the Department of Social Science.

PROFESSIONAL EDUCATION REQUIREMENTS: Education 204, 305, 311c, 421c, 431c.

OTHER REQUIREMENTS: Physical Education (Basic Military for Cadets); Music 252 or Art 252; Advanced Military Science (for Cadets); Three basic courses (101, 102, 211) in either German or Spanish.

AREA OF CONCENTRATION: 30 hours from French 301, 302, 315, 350, 351, 417, 418, 495, 496, 497.

ELECTIVES: To be selected from relevant areas by consultation between student and adviser. The number of electives taken will bring the total number of credit hours to at least 185, exclusive of military (for cadets) and physical education.

COURSES IN FRENCH

101-102. ELEMENTARY FRENCH. 10 hours

101: *Fall Quarter*. 102: *Winter Quarter*.

An audio-lingual introduction to French, using the language laboratory and covering the basic grammar and reading. Not credited in duplication of high school units.

211. FRENCH GRAMMAR REVIEW. 5 hours
Fall, Spring Quarters. Prerequisite: French 102 or two years of High School French.

Review of grammar with continued conversation and reading.

212. FRENCH CONVERSATION AND READING. 5 hours
Winter Quarter. Prerequisite: French 211.

Reading of standard texts with stress on oral expression and comprehension.

301. FRENCH LITERATURE AND CULTURE. 5 hours
 Prerequisite: French 212 or permission of the Department.
 An introduction to the chief French authors through the Eighteenth Century. Instructional lectures and readings are provided on French customs and culture.
302. FRENCH LITERATURE AND CULTURE. 5 hours
 Prerequisite: French 212 or permission of the Department.
 An introduction to the chief French authors of the Nineteenth Century with the readings of representative works. Instructional lectures and readings are provided on French customs and culture.
315. ADVANCED CONVERSATION AND COMPOSITION. 5 hours
 Prerequisite: French 212.
 Conducted entirely in French to facilitate the development of conversational abilities.
350. FRENCH PHONETICS. Prerequisite: French 212. 5 hours
 An intensive study of pronunciation building fluent expression.
351. CONTEMPORARY FRENCH LITERATURE. 5 hours
 Prerequisite: French 212.
417. SURVEY OF SEVENTEENTH CENTURY FRENCH LITERATURE. Prerequisite: French 212. 5 hours
418. SURVEY OF NINETEENTH CENTURY FRENCH LITERATURE. Prerequisite: French 212. 5 hours
- 495, 496, 497. STUDY ABROAD. 15 hours
 The study of French language and culture in a native environment. Designed especially for students in the Study Abroad Programs of the University System of Georgia.

COURSES IN GERMAN

- 101-102. ELEMENTARY GERMAN. 10 hours
 101: *Fall Quarter*. 102: *Winter Quarter*.
 An audio-lingual introduction to German, using the language laboratory and covering basic grammar and reading. Not credited in duplication of high school units.
211. GERMAN GRAMMAR REVIEW. *Spring Quarter*. 5 hours
 Prerequisite: German 102 or two years of High School German.
 Review of grammar with continued conversation and reading.
212. GERMAN CONVERSATION AND READING. 5 hours
Fall Quarter. Prerequisite: German 211.
 Reading of standard texts with stress on oral expression and comprehension.
301. GERMAN LITERATURE AND CULTURE. 5 hours
 Prerequisite: German 212 or permission of the Department.
 A general survey of German Literature through the classical period with lectures on German music, painting, architecture, and history.

302. GERMAN LITERATURE AND CULTURE. 5 hours

Prerequisite: German 212 or permission of the Department.

A general survey of German Literature of the Nineteenth Century with lectures on German music, painting, architecture, and history.

315. ADVANCED CONVERSATION AND COMPOSITION. 5 hours

Fall Quarter. Prerequisite: German 212.

This course is taught in conjunction with German 212 to afford grammar review but it requires additional composition and conversation on a more fluent level.

495, 496, 497. STUDY ABROAD. 15 hours

The study of German language and culture in a native environment. Designed especially for students in the Study Abroad Programs of the University System of Georgia.

COURSES IN RUSSIAN**301. BASIC RUSSIAN. 5 hours**

A rapid course in reading and basic conversation. Russian 301 is credited without completion of Russian 302 but is a prerequisite to the second course.

302. BASIC RUSSIAN. Prerequisite: Russian 301. 5 hours**COURSES IN SPANISH****101-102. ELEMENTARY SPANISH. 10 hours**

101: *Fall Quarter.* 102: *Winter Quarter.*

An audio-lingual introduction to Spanish using the language laboratory and covering basic grammar and reading. Not credited in duplication of high school units.

211. SPANISH GRAMMAR REVIEW. 5 hours

Fall, Spring Quarters. Prerequisite: Spanish 102 or two years of High School Spanish.

Review of grammar with continued conversation and reading.

212. SPANISH CONVERSATION AND READING. 5 hours

Winter Quarter. Prerequisite: Spanish 211.

Reading of standard texts with stress on oral expression and comprehension.

301. SPANISH LITERATURE AND CULTURE. 5 hours

Prerequisite: Spanish 212 or permission of the Department.

A general survey of Spanish literature through the Eighteenth Century, with lectures on Spanish history, art, and architecture.

302. SPANISH LITERATURE AND CULTURE. 5 hours

Prerequisite: Spanish 212 or permission of the Department.

A general survey of Nineteenth Century and Generation of 1898 literature with lectures on Spanish history, art, and architecture.

315. ADVANCED CONVERSATION AND COMPOSITION. 5 hours

Prerequisite: Spanish 212.

This course is taught in conjunction with Spanish 212 to afford grammar review, but it requires additional composition and conversation on a more fluent level.

495, 496, 497. **STUDY ABROAD.****15 hours**

The study of Spanish language and culture in a native environment. Designed especially for students in the Study Abroad Programs of the University System of Georgia.

DEPARTMENT OF PHYSICAL EDUCATION

MAJOR IN PHYSICAL EDUCATION

GENERAL EDUCATION REQUIREMENTS:

Physical Education (Basic Military for Cadets); English 101-102 or 105H; English 203-204 or 205-206; History 101, 102, 103 (any two); Political Science 101; Mathematics 101-102 or 113H; Biology 101-102.

LANGUAGE REQUIREMENT: None.

MAJOR COURSES: Men: Physical Education 215, 225, 305M, 310M, 325M, 330, 390, 405, 410, 415, 440abc; Women: Physical Education 210, 215, 225, 310W, 315W, 330, 390, 405, 410, 415, 420ab, 440 abc.

FIELD OF CONCENTRATION: 35 hours; None of the required courses listed above may be recorded in the hours required in academic concentration (35 hours). Students selecting biology as the academic concentration will take 10 hours of chemistry in lieu of Biology 101-102.

OTHER REQUIREMENTS: Advanced Military Science (Cadets) (18 hours); History 100*; Biology 323; English 211; Psychology 101.

*This requirement can be satisfied by successfully passing an examination on American and Georgia history administered by the Department of Social Science.

ELECTIVES: Students will offer specifically approved elective courses to bring the total number of credit hours to at least 185, exclusive of basic military science (for Cadets) and physical education.

REQUIRED PHYSICAL EDUCATION FOR MEN

FRESHMAN PHYSICAL EDUCATION: 100M. Fall Quarter — Physical Training and Swimming. 101M. Winter Quarter—Physical Training and Tumbling; 102M. Spring Quarter—Swimming and Softball.

SOPHOMORE PHYSICAL EDUCATION: 200M. Fall Quarter—Boxing and Wrestling; 201M. Winter Quarter—Physical Training and Basketball; 202M. Spring Quarter—Volleyball and Tennis.

REQUIRED PHYSICAL EDUCATION FOR WOMEN

FRESHMAN PHYSICAL EDUCATION: 100W. Fall Quarter—Swimming and Volleyball; 101W. Winter Quarter—Tumbling and Folk Dancing; 102W. Spring Quarter—Softball and Swimming.

SOPHOMORE PHYSICAL EDUCATION: 200W. Fall Quarter—Tennis and Field Hockey. 201W. Winter Quarter—Body Mechanics and Basketball. 202W. Spring Quarter—Badminton and Archery.

COURSES IN PHYSICAL EDUCATION

- 201C. SOCIAL DANCE.** 1 hour
An elective co-educational activity course, including popular and traditional ballroom dances, open to upperclassmen. May be substituted for a required activity course winter quarter.
- 202C. FENCING.** 1 hour
An elective co-educational activity course. Instruction, demonstrations, and practice in the basic skills and techniques of bowling are included.
- 203C. BOWLING.** 1 hour
An elective co-educational activity course. Instruction, demonstrations, and practice in the basic skills and techniques of bowling are included.
- 210. DANCE. *Winter Quarter.*** 3 hours
A study of folk, square, social, and contemporary dances with emphasis on their adaption to school and playground uses. Three hours of lecture, research, and laboratory per week.
- 215. HISTORY AND PRINCIPLES OF PHYSICAL EDUCATION. *Spring Quarter.*** 5 hours
This is an orientation course for physical education majors and is divided into two parts. The first part deals with the history of physical education; the second part deals primarily with the basic principles of modern physical education, stressing aims and objectives with special reference to the value of physical education in the current economic and social life of the nation.
- 225. RULES AND OFFICIATING. *Spring Quarter.*** 3 hours
Prerequisite: Approval by Head of Dept.
A study and practice of the current rules and of the fundamental skills of officiating individual and team sports. Three hours per week of lecture, research, and laboratory.
- 305M. FOOTBALL. *Fall Quarter.*** 5 hours
Classes will meet two hours per day, five days per week. One hour a day lecture on the theory of coaching football, and at least one hour a day of practical experience coaching sports program football teams.
- 310M. BASKETBALL. *Winter Quarter.*** 5 hours
Classes will meet two hours per day, five days per week. Five lectures and demonstrations per week on the theory and practice of coaching basketball. Each student will have experience playing each position on the team under actual game conditions.
Practical experience will be obtained through directing this phase of the sports program.
- 310W. BASKETBALL AND VOLLEYBALL. *Winter Quarter.*** 5 hours
A study and practice of the fundamental skills and teaching techniques in basketball and volleyball. Five hours per week of lecture, research, and laboratory.
- 315W. SOFTBALL AND TENNIS. *Spring Quarter.*** 5 hours
A study and practice of the fundamental skills and teaching techniques in softball and tennis. Five hours per week of lecture, research, and laboratory.
- 325M. BASEBALL AND TRACK. *Spring Quarter.*** 5 hours
Class will meet two hours a day, five days per week. Five lectures and demonstrations per week on the theory and practice of coaching baseball and track. The first half of the quarter will be devoted to baseball and the remainder to track.

330. FIRST AID AND SAFETY IN PHYSICAL
EDUCATION AND ATHLETICS. *Winter Quarter.* 5 hours

Lectures and laboratory practices are given in the phases of first aid pertaining particularly to physical education and athletics.

390. HEALTH EDUCATION. *Winter, Summer Quarters.* 5 hours

Planning, conducting, and evaluating school and community health education programs. Five hours per week of lecture, research and laboratory.

405. MATERIALS AND METHODS IN
PHYSICAL EDUCATION. *Winter Quarter.* 5 hours

A study of the methods and content of the physical education program according to age groups, capacities, needs, interests, and developmental level of the individual. Consideration is given to adapting the program to the materials and facilities available.

410. SCHOOL AND COMMUNITY RECREATION. 5 hours
Spring Quarter.

A study of the background for the present school and community recreation movement and of the types of recreation activities and methods of organizing them. A consideration of recreation's place in education and a review of the social institutions which are making a conspicuous contribution in the field of play and of the needs to which they have responded.

415. THE ADMINISTRATION OF
PHYSICAL EDUCATION. *Fall Quarter.* 5 hours

A study of the organization and administration of a department of physical education. Stress will be placed on the importance of establishing a well organized department; the relationship of the varsity and sports programs to the student body as a whole; organization of the athletic program and recreational program, with emphasis placed on the best methods of organization and administration.

420a. PHYSICAL EDUCATION FOR THE
ELEMENTARY SCHOOL*. 3 hours

420b. PHYSICAL EDUCATION FOR THE
JUNIOR HIGH GRADES*. 3 or 4 hours
Fall, Summer Quarters. One section may be taken for three hours credit or both sections for four hours credit.

*These courses are designed to acquaint the prospective teacher of the elementary and middle grades with a physical education program for the respective levels. The student will receive personal experience in all the facets of an adequate physical education program for the elementary and/or middle grades. Three and/or four hours per week of lecture, research, and laboratory.

440 a, b, c. CLASS AND PROGRAM PLANNING. 5 hours

Students will be assigned for two hours per week in conformity with the schedule for the required basic P.E. program. This course will consist of observation on the part of the student and participation in the solution of the practical problems which occur in the administration of the required physical education classes. Students will be assigned to this program for three quarters.

DEPARTMENT OF PHYSICS

MAJOR IN PHYSICS

GENERAL EDUCATION REQUIREMENTS:

Physical Education (Basic Military for Cadets); English 101-102 or 105H; English 203-204 or 205-206; Mathematics 101-102 or 113H; Chemistry 121-122; Social Science—20 hours to be selected from History 101, 102, 103, 100*; Political Science 101; Sociology 100; Psychology 101; Economics 151, 152; Anthropology 100.

LANGUAGE REQUIREMENT: French 101, 102, 211, or German 101, 102, 211.

MAJOR COURSES: Physics 223*, 224*, 225*, 230*, 310*; Labs 375*, 376*, 377*, 475*, 476*, 477*, 320, 330, 340, 400, 410, 420, 440, 450, 460, 480, 490.

*Courses required of all majors. A minimum of 45 hours is required. Sixty hours are strongly recommended for those wishing to do graduate study.

MINOR FIELD: Mathematics 245, 246, 300 and two other Mathematics electives 200 and above.

OTHER REQUIREMENTS: Advanced Military Science (Cadets) (18 hours); History 100**.

**This requirement can be satisfied by successfully passing an examination on American and Georgia history administered by the Department of Social Science.

ELECTIVES: Students will offer specifically approved elective courses to bring the total number of credit hours to at least 185, exclusive of basic military for cadets and physical education.

SECONDARY TEACHER EDUCATION PROGRAM IN PHYSICS

GENERAL EDUCATION REQUIREMENTS:

Physical Education (Basic Military for Cadets); English 101-102 or English 105H; English 203-204 or English 205-206; Mathematics 101, 102, or 113H; Chemistry 121 and 122; Social Science—20 hours to be selected from History 101, 102, 103, 100; Political Science 101; Sociology 100; Psychology 101; Economics 151, 152; Anthropology 100.

LANGUAGE REQUIREMENTS: French 101-102, 211; or German 101-102, 211.

PROFESSIONAL EDUCATION REQUIREMENTS: Education 204, 305, 311c, 421c, and 431c.

PHYSICS COURSE REQUIREMENTS: Physics 223, 224, 225, 230, 310, 340, 375, 376, 377 and two of Physics 475, 476, or 477, plus nine hours of electives in Physics.

MATHEMATICS COURSE REQUIREMENTS: Mathematics 122, 245, 246, and 300.

ELECTIVES: From Education, Mathematics, or Physics, to bring the total number of credit hours to at least 185, exclusive of basic military and physical education.

COURSES IN PHYSICS**101. INTRODUCTORY PHYSICS. 5 hours**

Fall, Winter, Spring and Summer Quarters.

A survey of the principles of physics including mechanics, heat, light, sound and basic electricity. The course is intended primarily for non-science majors. Numerous demonstrations will be used to clarify physical concepts. Four lecture-demonstrations and one two-hour laboratory period per week. Credit not dependent upon taking Physics 102.

102. INTRODUCTORY PHYSICS. 5 hours

Fall, Winter, and Spring Quarters. Prerequisite: Physics 101.

A continuation of the nature of Physics 101 for those who wish to carry the same type of survey work further into a more complete treatment of electricity, electronics, and especially into an introduction to atomic, nuclear and other aspects of modern physics. Numerous class demonstrations will be used. Four lecture-demonstrations and one two-hour laboratory period per week.

223. MECHANICS. Fall, Winter, Spring and Summer Quarters. 5 hours

A study of the properties of matter, and the mechanics of solids and fluids. The numerous problems solved are selected to emphasize fundamental principles as well as to promote skill in numerical solutions. The laboratory work is designed to clarify physical concepts, develop skills in making precise measurements, and proficiency in the manipulation of apparatus. Four lecture-recitations and one two-hour laboratory period per week.

224. ELECTRICITY. Winter Quarter. Prerequisite: Physics 223. 5 hours

This course is a continuation of general physics. It deals with magnetism and static and current electricity. Four lecture-recitations and one two-hour laboratory period per week.

225. HEAT, LIGHT, AND SOUND. Spring Quarter. 5 hours

Prerequisite: Physics 223.

This course is a continuation of general physics. It deals with wave theories generally, and heat, light, and sound specifically. Four lecture-recitations and one two-hour laboratory period per week.

230. MECHANICS—INTERMEDIATE. 5 hours

Fall Quarter. Prerequisite: Physics 223. May be taken concurrently with Mathematics 245.

This course deals with the effects of forces on rigid bodies in equilibrium and on objects in motion. Emphasis is placed on solution of problems. Mechanics may be used for either mathematics or physics credit.

300. FLIGHT INSTRUCTION*. 5 hours

Introduction to the principles of flying in a small, fixed-wing aircraft. The student learns the principles of navigation, map and compass reading, take-offs and landings, and will accrue several hours of solo flying. Special fees for students accepted for R.O.T.C. Flight Instruction Program will be paid by the U.S. Army. Students not enrolled in the R.O.T.C. Flight Instruction Program will be required to pay special flight instruction fees.

*This course cannot be used to fulfill physics major or minor requirements.

310. MODERN PHYSICS. Spring Quarter. 5 hours

Prerequisites: Physics 224 and 225. May be taken concurrently with Math 247.

An introduction to modern physics, dealing with the elemental nature of matter and radiation, ionization of gases, the quantum theory, and current developments in atomic physics.

320. MECHANICS—ANALYTICAL. *Winter Quarter.* 5 hours

Prerequisite: Physics 230. May be taken concurrently with Math 300.

Kinematics, using vector analysis, dynamics of particles, rotation and planetary motion, the linear harmonic oscillator, studies of energy, momentum and impact, approximation and perturbation methods, plus an introduction to the most general methods of solving dynamical problems.

330. OPTICS. *Fall Quarter.* 4 hours

Prerequisites: Physics 225 and Math 246.

A study of the electromagnetic field and its application to the phenomena of reflection, refraction, interference, diffraction, and spectroscopy. Four lecture-recitations per week.

340. ELECTRONICS I. *Winter Quarter.* 5 hours

Prerequisites: Physics 224 and Math 245.

A study of the elementary principles of electronics. The laboratory work consists of the study of electronic circuits and the use of testing equipment. Four lecture-recitations and one two-hour laboratory per week.

375-376-377. PHYSICS LABORATORY I. 1, 1, 1 hour

Fall, Winter, and Spring Quarters.

Required of third-year students majoring in physics.

Selected experiments from the various branches of physics, clarifying and expanding the work of the classroom, and developing good laboratory techniques. The evaluation and interpretation of experimental data.

400. THERMODYNAMICS. 4 hours

Not Offered 1971-72. Prerequisites: Physics 225 and Math. 300.

A study of temperature and its measurement, calorimetry, and some topics from thermodynamics. Four lecture-recitations per week.

410. ELECTRICITY AND MAGNETISM I. 4 hours

Not Offered 1971-72. Prerequisite: Physics 224. With consent of Instructor, may be taken concurrently with Math. 300.

A course considering in somewhat more advanced manner the topics of electrostatics, magnetostatics, electrolysis, basic circuit theory, and related topics.

420. ELECTRICITY AND MAGNETISM II. 4 hours

Not Offered 1971-72. Prerequisite: Physics 410.

This course is a continuation of Physics 410 with emphasis on electrodynamics, alternating current theory, transmission lines, filters, electromagnetic wave theory and related topics.

440. NUCLEAR PHYSICS. *Spring Quarter.* 4 hours

Prerequisite: Physics 320 or 310.

A study of natural radioactivity, interaction of radiation with matter, radiation measuring instruments and the detection of nuclear particles, plus a survey of the current state of experimental and theoretical nuclear physics.

450. QUANTUM MECHANICS. *Winter Quarter.* 5 hours

Prerequisites: Physics 310 or 320, Math 300.

Introduction to the quantum mechanics of one-dimensional systems. An introduction to Schrodinger's equation with emphasis being placed on solutions for one-electron atoms.

460. **SOLID STATE PHYSICS.** *Spring Quarter.* 4 hours
Prerequisite: Physics 450.

An introduction to the physical properties of crystalline solids of the elements, their compounds and alloys. Emphasis is placed on electrical properties.

- 475-476-477. **PHYSICS LABORATORY II.** 1, 1, 1 hour
Fall, Winter, and Spring Quarters.

Required of fourth-year students majoring in Physics.

A continuation of Physics Laboratory I.

480. **PHYSICS LABORATORY RADIOISOTOPES.** *Spring Quarter.* 1 hour

A laboratory course for students other than physics majors who wish to study the basic techniques of handling radioisotopes and some of the properties of these materials. Open to juniors and seniors who have a background of science courses.

490. **INTRODUCTION TO RESEARCH METHODS.** 5 hours

This course is designed to prepare the student for employment as a research assistant, or engineer, upon completion of B.S. Degree. It will also orient the student toward the research work required for an advanced degree. It will consist of two or three lectures and demonstrations per week with laboratory work. The lectures will include the various research techniques, theory of errors, analysis of experimental data, use of library sources, and report writing. The student will be required to use library sources and to perform various experiments. The student will also be required to report his work by class talks and written reports.

DEPARTMENT OF PSYCHOLOGY

MAJOR IN PSYCHOLOGY

GENERAL EDUCATION REQUIREMENTS:

Physical Education (Basic Military for Cadets); English 101-102 or 105H; English 203-204 or 205-206; History 101, 102, 103, 251, 252, 253 (any two); Political Science 101; Biology 101, 102, 320; Mathematics 113H or Math 101 and an additional five (5) hour course in Biology, Chemistry, Physics, or Math at the 100 or 200 level.

LANGUAGE REQUIREMENTS: See Page 52.

MAJOR COURSES: Psychology 101, 220, 300, 333, 420, 423, 453, 473, plus 10 hours of electives from the Psychology curriculum with approval of adviser.

No grade below C will be acceptable on any Psychology course presented to fulfill the requirements for a Psychology major. Either, but not both, Psychology 301 or 302 may be included in the major or minor. Either, but not both, Psychology 258 or 417 may be included in the major or minor.

MINOR FIELD: See Page 52.

OTHER REQUIREMENTS: Advanced Military Science (Cadets) (18 hours); History 100*; Sociology 100; Business Administration 151.

The Advanced Psychology Section of the Graduate Record Examination is required of all majors in Psychology.

*This requirement can be satisfied by successfully passing an examination on American and Georgia history administered by the Department of Social Science.

ELECTIVES: Students will offer specifically approved elective courses to bring the total number of credit hours to at least 185 exclusive of basic military science (for Cadets) and physical education.

MINOR IN PSYCHOLOGY

Psychology 101, 453, plus 15 hours elected from the Psychology curriculum.

SECONDARY TEACHER EDUCATION PROGRAM IN BEHAVIORAL SCIENCE—CONCENTRATION IN PSYCHOLOGY

GENERAL EDUCATION REQUIREMENTS:

Physical Education (Basic Military for Cadets); English 101-102 or 105H; English 203-204 or 205-206; History 101, 102, 103, 251, 252, 253 (any two); Political Science 101; Biology 101, 102, 320; Mathematics 113H or Math 101 and an additional five (5) hour course in Biology, Chemistry, Physics, or Math at the 100 or 200 level.

LANGUAGE REQUIREMENTS: See Page 52.

PSYCHOLOGY REQUIREMENTS: Psychology 101, 220, 300, 305, 315, 343, electives in Psychology—10 hours.

SUPPORTING AREAS FOR PSYCHOLOGY: At least 20 quarter hours from the following, with a minimum of 5 hours from each area: (a) Anthropology 100, and 201; Social Anthropology of Africa (see page 127 for description of these courses); (b) Sociology 100, 205, 225, 302 (Race and Minority Groups), 320 (Criminology) (see page 126 for description of these courses.)

At least 10 quarter hours from the following: Economics 151, 152; History 251, 252, 253; Political Science 101, 205.

PROFESSIONAL REQUIREMENTS: Thirty-five (35) hours of professional training in Education are needed to meet certification requirements. Education 204, 305, 311c, 421c, 231c—Student Teaching in the Secondary School, 15 hours.

OTHER REQUIREMENTS: Advanced Military Science (Cadets); History 100*.

*This requirement can be satisfied by successfully passing an examination on American and Georgia history administered by the Department of Social Science.

COURSES IN PSYCHOLOGY

101. GENERAL PSYCHOLOGY. 5 hours

Must precede other psychology courses.

A study of human and animal behavior, including motivation, emotion, learning, individual differences, development of personality, and behavior disorders. A general survey of the field of psychology.

220. INTRODUCTION TO STATISTICS FOR THE BEHAVIORAL SCIENCES. 5 hours

A study of basic descriptive and inferential statistics with particular emphasis on analysis of various techniques and the fundamentals of research design.

258. **PSYCHOLOGY OF ADJUSTMENT.** 5 hours
A course in mental hygiene, dealing with the appropriate and inappropriate reactions to frustration and stress and the resolution of conflicts, fears, and anxieties.
300. **EXPERIMENTAL PSYCHOLOGY.** 5 hours
Prerequisite: Psy. 220.
This course is designed to introduce students to experimental methods as applied to behavior. Some basic standard tools will be presented. Students will learn design of elementary experiments. Laboratory time will be spent implementing simple procedures.
301. **CHILD DEVELOPMENT.** 5 hours
A study of the roles played by maturation and experience in the social, emotional, moral, and physical development of children from the prenatal period to adolescence. Observation of children in public school required for two hours weekly.
302. **PSYCHOLOGY OF ADOLESCENCE.** 5 hours
A study of the physical, social, and cognitive adolescent with emphasis on the problems of transition to adulthood.
305. **EDUCATIONAL PSYCHOLOGY.** 5 hours
Emphasis on learning, its nature, motivation, retention, appraisal, transfer, and application. Adjustment of educational practices to individual differences in abilities and interests among pupils will be considered. Some observation in teaching-learning situations will be done.
315. **SOCIAL PSYCHOLOGY.** 5 hours
A theoretical and empirical study of social relationships and their effects on individuals. Behavior in small group settings will be emphasized.
320. **PSYCHOLOGY OF LEADERSHIP.** 5 hours
The characteristics of an effective leader will be studied and analyzed employing both a theatrical and an applied approach.
325. **INTRODUCTION TO GERONTOLOGY.** 5 hours
An interdisciplinary approach to the study of the process of aging.
333. **PSYCHOLOGY OF LEARNING.** 5 hours
An empirical and theoretical study of classical, instrumental and operant conditioning, reinforcement, discrimination learning, extinction, verbal learning, and other phenomena.
343. **THEORIES OF PERSONALITY.** 5 hours
A critical evaluation of the major theories of personality and a survey of research on major personality variables comprise this course.
- 410, 411, 412. **PSYCHOLOGICAL READING
AND RESEARCH.** 2, 2, 2 hours
Prerequisite: Permission of Instructor.
417. **MENTAL HYGIENE.** 5 hours
An advanced course dealing with mental hygiene problems, especially of children and adolescents; problems of different stages of maturation adjustments in the home, school and play groups; and special needs in cases of retardation and delinquency.

420. PSYCHOMETRICS.**5 hours**

An introduction to theories and practices of psychological measurement. The characteristics and uses of specific maximum and minimum performance assessment devices will be included.

423. PHYSIOLOGICAL PSYCHOLOGY.**5 hours**

Prerequisite: 10 hours Biology.

Personality is viewed as the integration of the morphology, physiological and psychological aspects of the organism. The relationship between the internal environment and such behaviors as food intake control, mating behavior, neural action, emotion, etc., will be considered.

430. PSYCHOLOGY OF THE DISADVANTAGED.**5 hours**

The effects of severe cultural deprivation—economic, social, education—on the psychological growth and development of an individual, in both rural and urban settings, will be studied.

**433. INDIVIDUAL PSYCHOLOGICAL TESTING:
WECHSLER SCALES.****3 hours**

Prerequisite: Psy. 420 or consent of Instructor.

Training in the administration, scoring and interpretation of the Wechsler Scales. A minimum competency in the use of these scales for both children and adults is required but the major part of the practical work may be in the age range selected by the student.

453. ABNORMAL PSYCHOLOGY.**5 hours**

This course presents various forms of abnormal behavior, with reference material drawn from clinical sources. Emphasis is placed upon the causes and characteristics of abnormal behavior. Current theory will receive special attention.

**463. PSYCHOLOGICAL COUNSELING AND
PSYCHOTHERAPY.****5 hours**

Prerequisites: Psy. 453 and two additional psychology courses.

A study of the various methods employed in counseling and psychotherapy. These methods will be interpreted as they are applied in the treatment of both the "disturbed" and the "normal" individual.

473. HISTORY AND SYSTEMS.**5 hours**

An integrative course emphasizing the origins and background of the science of behavior. Important contributors and their schools of thought will be studied. Relating these schools of thought to present systematic developments in psychology will be emphasized.

SOCIAL WORK PREPARATION

The Department of Psychology and the Department of Social Science cooperatively offer the courses considered essential for preparing a student to do social work on a professional basis. The program also offers a good foundation for students planning for the Master of Social Work Degree. Students are expected to name either Sociology and Psychology as their major and the other as the minor.

The following courses constitute the program: (a) **PSYCHOLOGY:** 101, 220, 258 or 417, 315, 343, 420, 325 (or 410 and 433), and 453; (b) **SOCIOLOGY:** The student should select forty (40) hours from the departmental offerings. Plans should include at least five (5) hours from the Sociology Reading Series.

DEPARTMENT OF SOCIAL SCIENCE**MAJOR IN SOCIAL SCIENCE****GENERAL EDUCATION REQUIREMENTS:**

Physical Education (Basic Military for Cadets); English 101-102 or 105H; English 203-204 or 205-206; History 101, 102, 103 (any two); Political Science 101; Math 101 (History majors only). (Political Science and Sociology majors must take Math 101, 102, or 113H); Psychology 101; Science at 101-102 level.

LANGUAGE REQUIREMENTS: See Page 52.

MAJOR COURSES: History Major—35 hours beyond World Civilization; Political Science Major—35 hours beyond American Government; Sociology Major—35 hours beyond Introduction to Sociology.

MINOR FIELD: See Page 52.

OTHER REQUIREMENTS: Advanced Military Science (Cadets) (18 hours); History 100*, 103; one additional Science or Math course.

*This requirement can be satisfied by successfully passing an examination on American and Georgia history administered by the Department of Social Science.

ELECTIVES: Students will offer specifically approved elective courses to bring the total number of credit hours to at least 195. The electives will be determined by scores made on examinations given at the completion of the sophomore year. Students will take work in areas of weakness as revealed by these tests.

**SECONDARY TEACHER EDUCATION PROGRAM
IN SOCIAL SCIENCES****GENERAL EDUCATION REQUIREMENTS:**

Physical Education (Basic Military for Cadets); English 101-102 or 105H; English 203-204 or 205-206; History 101-102; Political Science 101; Mathematics 101 for History majors only; Political Science and Sociology majors must take Math 101, 102 or 113H; Psychology 101; Science at 101-102 level.

LANGUAGE REQUIREMENTS: See Page 52.

MAJOR COURSES: History Major—35 hours beyond World Civilization; Political Science Major—35 hours beyond American Government; Sociology Major—35 hours beyond Introduction to Sociology.

MINOR FIELD: See Page 52.

OTHER REQUIREMENTS: Advanced Military Science (Cadets) (18 hours); History 100* and 103; one additional course in Math or Science.

*This requirement can be satisfied by successfully passing an examination on American and Georgia history administered by the Department of Social Science.

SUPPORTING AREAS FOR HISTORY: In addition to the degree requirements, the student is expected to complete twenty (20) hours of course work, distributed among at least three of the following areas: Anthropology, Sociology, Economics, and History; (a) Anthropology 100, Cultural An-

thropology; (b) Sociology 100, Introduction to Sociology; (c) Economics 151, 152, Principles of Economics; (d) Political Science 101, American Government, and 205, Introduction to Political Science.

SUPPORTING AREAS FOR POLITICAL SCIENCE: In addition to the degree requirements, the student is expected to complete twenty (20) hours of course work distributed among at least three of the following areas: Anthropology, Sociology, Economics, and History; (a) History 251, 252, 253, American History; (b) Anthropology 100, Cultural Anthropology; (c) Sociology 100, Introduction to Sociology, and 205, Advanced General Sociology; (d) Economics 151, 152, Principles of Economics.

SUPPORTING AREAS FOR SOCIOLOGY: At least twenty (20) hours from Anthropology 100, Cultural Anthropology; 201, Social Anthropology of Africa; Psychology 101, General Psychology; 305, Educational Psychology; 314, Social Psychology.

PROFESSIONAL REQUIREMENTS: Thirty-five (35) hours of professional training are needed to meet certification requirements. These courses are listed under the offerings of the Department of Education. The courses are: Education 204, 305, 311C, 421C, and 431C.

MINORS IN SOCIAL SCIENCE

A minor in History consists of four courses beyond World Civilization.

A minor in Political Science consists of four or more upper-division courses.

A minor in Sociology consists of Sociology 100, and twenty hours beyond Sociology 100.

COURSES IN HISTORY

100. SURVEY OF AMERICAN AND GEORGIA HISTORY. 5 hours

This course is designed to satisfy the state law requiring that all students receiving degrees pass an examination in history of the United States and Georgia.

101, 102, 103. WORLD CIVILIZATION. 5, 5, 5 hours

A survey of world civilization from prehistoric times to the present.

251. AMERICAN HISTORY, 1492 to 1850. 5 hours

252. AMERICAN HISTORY, 1850 to 1920. 5 hours

253. AMERICAN HISTORY, 1920 to Present. 5 hours

311. HISTORY OF ENGLAND TO 1603. 5 hours

A study of the growth and development of England during the Medieval and Tudor periods.

312. HISTORY OF ENGLAND, 1603-1901. 5 hours

315. HISTORY OF THE FAR EAST. 5 hours

A survey of oriental history, with emphasis upon the role of Japan and China in world affairs during the nineteenth century.

401. SOCIAL AND INTELLECTUAL HISTORY OF THE UNITED STATES TO 1830. 5 hours

The study deals with cultural and intellectual developments in America from the Colonial Period to 1830. Included in this course will be such subjects

as European Heritage, The American Frame of Mind, New World Science, Republicanism, A New Kind of Revolution, and The Power of an Idea.

402. SOCIAL AND INTELLECTUAL HISTORY OF THE UNITED STATES, 1830 TO PRESENT. 5 hours

This course is an analysis of the social and intellectual currents in the United States from 1830 to the present. Included in the course will be discussions on such ideologies as Social Darwinism, The Agrarian Myth, Pragmatism, The Self Made Man, and American Socialism.

411. HISTORY OF LATIN AMERICA. 5 hours

A study of the Colonial period and the Wars of Independence.

412. HISTORY OF LATIN AMERICA. 5 hours

A study of the Latin American nation-states.

430. RUSSIAN HISTORY TO 1905. 5 hours

450. THE MODERN WORLD, 1850 TO THE TWENTIETH CENTURY*. 5 hours

451. THE MODERN WORLD, 1900 TO 1932*. 5 hours

452. THE MODERN WORLD, 1933 TO THE PRESENT*. 5 hours

**A study of the social, economic, and political trends of the world for the periods indicated.*

HISTORY READING SERIES:

111, 112, 113. READINGS FOR THE FRESHMAN YEAR. 1, 1, 1 hour

211, 212, 213. READINGS FOR THE SOPHOMORE YEAR. 1, 1, 1 hour

391, 392, 393. READINGS FOR THE JUNIOR YEAR. 1, 1, 1 hour

491, 492, 493. READINGS FOR THE SENIOR YEAR. 1, 1, 1 hour

COURSES IN POLITICAL SCIENCE

101. AMERICAN GOVERNMENT. 5 hours
Fall, Winter, Spring, and Summer Quarters.

An intensive examination of the Constitution and the three governmental divisions. Emphasis is given to the internal organization and actual work of the various departments of our national government. The course includes a study of the national government in its relation to the states.

205. INTRODUCTION TO POLITICAL SCIENCE. 5 hours

301. AMERICAN POLITICAL PARTIES AND PUBLIC OPINION. 5 hours

An examination of the development, organization, operation and nature of American political groups and their role in the political process. An emphasis

is placed on voting behavior, party finances, pressure groups, public opinion and electoral administration.

303. INTERNATIONAL RELATIONS.

5 hours

An analysis of the basic forces which govern the behavior of nations in their relations with one another. This study of world power conflicts, diplomacy and international cooperation is designed to acquaint the student with the basic issues and areas of conflict among the nations-state of the contemporary world.

305. THE AMERICAN CONSTITUTIONAL SYSTEM.

5 hours

An examination of the development and nature of the American Constitution system through Supreme Court cases defining the interrelationships of the executive, judicial and legislative branches and the relationships of the states to the national government.

306. AMERICAN STATE AND LOCAL GOVERNMENT.

5 hours

An examination of the organization and functions of the state and its political subdivisions. Wherever possible the state government of Georgia will be studied for illustrative purposes.

308. GOVERNMENT AND POLITICS LATIN AMERICA.

5 hours

An analysis of the political institutions and political processes of the Latin-American nations.

310. AMERICAN POLITICAL THEORY.

5 hours

Prerequisite: Political Science 101 and Junior standing.

An analysis of the ideas underlying government and politics in the United States through a survey of American political thought from colonial times to the present.

315. POLITICAL PHILOSOPHY.

5 hours

An analysis of ideas of selected western political philosophies from Plato to Twentieth Century political philosophers.

401. COMPARATIVE GOVERNMENT.

5 hours

A study of universal political principles and an application of these principles to the study of political systems on a comparative basis.

402. TWENTIETH CENTURY POLITICAL THOUGHT.

5 hours

An analysis of modern political thought with an emphasis on the doctrines of capitalism and communism.

404. PUBLIC ADMINISTRATION.

5 hours

An analysis of the theory, basic principles and practices of public administration in the United States through a study of organization, management, budgeting, personnel, administrative leadership and the characteristics of modern bureaucracies.

405. GOVERNMENT AND POLITICS OF THE SOVIET UNION AND THE EASTERN EUROPEAN BLOC.

5 hours

**410 (a, b, c). DIRECTED READINGS IN
POLITICAL SCIENCE.**

2-3 quarter hours

This course is designed to provide an opportunity for independent study through directed readings in an area of the student's interest. Consent of the instructor needed. Offered on demand.

COURSES IN SOCIOLOGY

100. INTRODUCTION TO SOCIOLOGY. 5 hours
The student is introduced to the methods of human associations; the nature of culture, custom, belief, institution, etc., and its role in the development of society. A prerequisite to all other sociology courses.
205. ADVANCED GENERAL SOCIOLOGY. 5 hours
A study of the social order emphasizing institutions, social classes, collective behavior, social movements, and associations.
225. SOCIAL PROBLEMS. 5 hours
A study of both general and special problems considered in the social and cultural setting in which they occur. The emphasis is upon the people and their behavior.
301. URBAN SOCIOLOGY. 5 hours
A study of the modern city.
302. RACE AND MINORITY GROUPS. 5 hours
Patterns of domination and subordination; criteria for differential treatment; techniques of resistance to domination and methods of enforcing subordination. The social problems of discrimination.
303. POPULATION PROBLEMS. 5 hours
Population analysis, demographic theory, differentials, population policies, distribution of people.
310. SOCIOLOGICAL THEORY. 5 hours
A survey of the major theoretical concepts of major writers in sociology from Comte to the present.
316. THE FAMILY. 5 hours
The American family as a social institution.
320. CRIMINOLOGY. 5 hours
A study of the social factors related to criminal behavior: prisons, and treatment practices.
325. INTRODUCTION TO GERONTOLOGY. 5 hours
An interdisciplinary approach to the study of the process of aging.

SOCIOLOGY READING SERIES:

- | | | |
|----------------|-------------------------------------|--------------|
| 111, 112, 113. | READINGS FOR THE
FRESHMAN YEAR. | 1, 1, 1 hour |
| 211, 212, 213. | READINGS FOR THE
SOPHOMORE YEAR. | 1, 1, 1 hour |
| 311, 312, 313. | READINGS FOR THE
JUNIOR YEAR. | 1, 1, 1 hour |
| 411, 412, 413. | READINGS FOR THE
SENIOR YEAR. | 1, 1, 1 hour |

COURSES IN ANTHROPOLOGY**100. CULTURAL ANTHROPOLOGY.**

5 hours

A study of the cultural traits and patterns as revealed in human institutions. Cultural change, transmission, and diffusion will be considered. Some attention will be given to the origin of man and the races of mankind.

201. SOCIAL ANTHROPOLOGY OF AFRICA.

5 hours

A study of selected African societies from several areas of Africa. The course is designed to give the student an introduction to the peoples of Africa.

PROGRAM OF SPECIAL STUDIES**DEVELOPMENTAL SKILLS PROGRAM****AIM:**

1. To enable students who, for various reasons, are ineligible for admission to the regular college curriculum to develop their basic skills to the point at which they will be able to undertake college work.

2. To give regularly admitted students experiencing academic difficulty opportunity to refurbish and develop their basic skills in the college environment; such students could resume their place in the regular curriculum without having been forced to drop out of college.

ADMISSION REQUIREMENTS

Graduation from High School or an equivalent.

GENERAL DESCRIPTION

The Developmental Skills Program seeks to offer a total program of personal guidance and counseling, together with carefully programmed instruction in the areas of English, Instructional Skills, and Mathematics. The students are evaluated at regular intervals by their academic instructors as to performance, attitude, motivation and other relevant factors. A student may progress at his own speed through the program, and will per permitted a maximum of four quarters, if necessary, to complete the program.

The program is administered by a director, under the supervision of the Dean, with the close cooperation of the Director of Guidance and the individual instructors. The curricula are set up by the relevant departments and are subject to constant evaluation.

COUNSELING

A broad orientation to college life will be given to all students upon enrollment in the Developmental Skills Program. This will be followed by an individual interview with the Director of Guidance. Thereafter the

Director will be available for consultation with Developmental Studies students.

The Director of Special Studies will assist each student in planning a course of studies and individual academic counseling will be offered by the academic instructors. Each class hour will be followed by a blank hour for all students and instructors involved in the program, during which individual tutorial help will be given on a need basis.

At least twice during the quarter, Developmental Studies students will participate, in groups of no more than eight, in a "rap" session with the Director of Special Studies. At this session they will be encouraged to comment freely upon all phases of the program.

ADDITIONAL SERVICES

During his stay in the program, each student will be observed and counseled regarding ultimate career and study objectives. In this way many otherwise undecided students will be able, upon emerging from the program, to decide immediately upon an academic major to lead them to their goals. Also, students who do not successfully complete the Developmental Skills Program will be evaluated in terms of their level of educational achievement, and advised concerning those areas where they will best be able to find self-fulfillment in terms of careers.

ACADEMIC INSTRUCTION

DEVELOPMENTAL STUDIES 50

DEVELOPMENTAL ENGLISH: This course offers instruction in basic linguistic skills with special emphasis on vocabulary, spelling, elementary grammar, and sentence structure. For those students able to master the skills before the end of the course, there will be individual work on rhetoric, involving the writing of paragraphs in close consultation with the instructor.

DEVELOPMENTAL STUDIES 51

LEARNING SKILLS: A course in the improvement of reading and study skills. The main objective is to help the student improve his skills so he can succeed in college work. In the area of reading, major emphasis will be placed on comprehension. Study skills will include planning, using study time effectively, using a textbook, taking notes, preparing for examinations and taking examinations.

DEVELOPMENTAL STUDIES 52

DEVELOPMENTAL MATHEMATICS: Foundations of Mathematics and Fundamentals of Algebra. Covers number systems, fundamental operations, factoring, linear equations, graphs, exponents, radicals, and functional relationships.

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 Mary Jardine, Dean of Women, A.B., M.Ed.

FACULTY

Meetings of the faculty are held at least once each quarter.

- BIRDIE E. BELL (1966)..... *Assistant Professor of Physical Education*
 B.S., Alabama College; M.Ed., University of Arizona.
- WILLIAM D. BELLAMY (1964)..... *Associate Professor of Psychology*
 A.B., Bob Jones University; M.R.E., New Orleans Baptist Theological Seminary; M.S., Ph.D., University of Southern Mississippi.
- ALLAN S. BICKLEY (1962)..... *Assistant Professor of Physical Education*
 B.S.Ed., M.Ed., University of Georgia.
- JOSEPH A. BIESBROCK (1970)..... *Assistant Professor of Biology*
 B.S., Utah State University; M.S., University of Georgia; Ph.D., University of Georgia.
- W. DESMOND BOOTH (1933)..... *Associate Professor of English*
 B.S., Georgia State College for Men; M.A., Emory University; further study, University of North Carolina, University of Michigan, and University of Denver.
- *ROBERT G. BURSEY (1968)..... *Assistant Professor of Biology*
 B.S., North Georgia College; M.S., Medical College of Georgia; further study, Oregon State University.
- MAC A. CALLAHAM (1963)..... *Associate Professor of Biology*
 B.S., University of Georgia; M.A., Ed.S., Peabody College, Ph.D., University of Georgia.
- WALTER J. CARPENTER (1951)..... *Associate Professor of Mathematics*
 B.S., Western Carolina College; M.A., University of North Carolina; further study, University of North Carolina, University of Georgia, and Vanderbilt University.
- LINDA KAY CARUTHERS (1968)..... *Assistant Professor Physical Education*
 B.S., Tennessee Technological University; M.A., University of Tennessee.
- JIM G. COONE (1968)..... *Associate Professor of Psychology*
 A.B., Carson-Newman College; M.S. and Ph.D., University of Georgia.

*On Leave, 1971-'72.

- MARIAN P. COUCH (1950)..... *Associate Professor of Education*
A.B., Florida State University; M.A., Peabody College; further study, University of Georgia, Ohio State University, and Washington State University.
- WINSLOW G. CRANNELL (1971)..... *Instructor in Art*
A.A., Manatee Junior College; B.A., Florida State University; M.F.A., Florida State University.
- JOHN F. CSOMOR (1967)..... *Assistant Professor of Social Science*
B.S., M.A., Indiana University; further study, George Williams College and Purdue University.
- THOMAS C. DAVIS (1964)..... *Professor of Chemistry*
B.S., North Georgia College; Ph.D., Florida State University; further study, National Science Foundation Summer Institute of Emory University.
- H. LAWRENCE DENNIS (1968)..... *Assistant Professor of Business Administration*
B.S., Newberry College; CPA, State of South Carolina; M.S., University of South Carolina.
- JUDDSON A. DEWAR (1968)..... *Instructor in Social Science*
B.S., Georgia Institute of Technology; M.A., Georgia State College.
- ERNEST ELDER, JR. (1967)..... *Assistant Professor of Mathematics*
B.S., University of Georgia; B.S., M.S., Georgia Institute of Technology; further study, Florida State University.
- ALLEN R. ELLINGTON (1964)..... *Assistant Professor of Business Administration*
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- WILLIAM E. ENSLEY (1971)..... *Assistant Professor of Physical Education*
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- JAMES M. EWING, Jr. (1971)..... *Assistant Professor of English*
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- LOIS FISHER (1970)..... *Teaching Assistant in Home Economics*
B.S., Western Carolina College.
- ELSA ANN GAINES (1967)..... *Assistant Professor of English*
A.B., Mercer University; M.A.T., Duke University.
- ALBERT D. GRAUER (1971)..... *Assistant Professor of Physics*
B.S., Concordia Teachers College; Ph.D., North Carolina State University (to be awarded).
- LYMAN L. HAMMOND (1966)..... *Assistant Professor of Music*
B.M., M.M.Ed., Florida State University; further study, Florida State University.
- SUSIE M. HARRIS (1945)..... *Head Librarian and Associate Professor of Library Science*
A.B., Piedmont College; B.S. in L.S., M.S. in L.S., Peabody College.
- ORVIL R. HAUSE (1950)..... *Assistant Professor of Physical Education*
B.S., M.A., University of Alabama; further study, University of Alabama and Peabody College.
- MARY E. HOOD (1947)..... *Assistant Librarian and Assistant Professor of Library Science*
A.B., Piedmont College; B.S. in L.S., M.A. in L.S., Peabody College.
- VIRGINIA K. HOWARD (1968)..... *Assistant Professor of Education*
B.S. and M.Ed., University of Georgia.
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- MARY D. JARDINE (1968)..... *Dean of Women and Instructor in Library Science*
A.B., Lindenwood College; M.S.L.S., University of North Carolina.
- LAWRENCE R. KENYON, Major, Infantry (1969)..... *Assistant Professor*
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A.B., Erskine College; M.A., University of North Carolina; further study,
University of South Carolina, University of Georgia, Tulane University, and
East Tennessee State University.
- DONALD E. KINKAID (1965)..... *Associate Professor of Physics*
B.S., M.S., Clemson University; Ph.D., Clemson University.
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B.S., M.A., Appalachian State College; further study, Appalachian State Col-
lege, and University of Maine.
- WILLIAM G. LEGER (1964)..... *Professor of Social Science*
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- PAUL E. McCLURE (1969)..... *Assistant Professor of English*
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versity of Georgia.
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- JOHN B. WOOLFOLK (1970)..... *Assistant Professor of Chemistry*
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B.S. in M.E., University of Maryland; M.Ed., Duke University; further study, University of Wisconsin, Oak Ridge Institute of Nuclear Studies, Manhattan College, and Southern Methodist University.

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Stago, Mrs. Joyce—Secretary to the Director of Procurement
Stevens, Mr. Emory L.—Office Manager and Accountant
Stowers, Mrs. Virginia—Secretary to Assistant Comptroller & Director of Student Aid.
Tow, Mrs. Rosalie—Library Cataloging Assistant
Tyree, Mrs. Hazel—House Director, Sanford Hall
Waddell, Capt. Robert—Tactical Officer
Watson, Mrs. Anne—Supervisor of Food Services
West, Mrs. Wilma L.—Secretary, Military Department
Williams, Mr. Hal W.—Director of Student Center

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The President and Dean are ex officio members of all committees.

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Hugh I Shott, Vice Chairman
Newton Oakes, Secretary

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ADMISSIONS—Yager (Chairman), Bellamy, Callaham, Davis, Lail, Woody.

ACADEMIC REVIEW—Shott (Chairman), Bellamy, E. Oakes, Oliver, Yager.

ATHLETICS—Ensley (Chairman), Bell, Bickley, Dalton, Hause, Negley, Trogdon, and a student representative.

DISCIPLINE—Shott (Chairman), Ellington, Howard, Moore, Oliver, Kidd (Alternate), and student representatives.

GUIDANCE—Bellamy (Chairman), Coone, Csomor, Gaines, Jardine, McGahee.

HEALTH—Gilbert (Chairman), Jardine, Ensley, Hyams, O'Brien, Phillips, Woodward, and a student representative.

LIBRARY—Harris (Chairman), Carpenter, Davis, Hood, Kinkaid, Oliver, Roberts, Wiggins and a student representative.

MILITARY—Terrell (Chairman), Callaham, Csomor, Moore, and a student representative.

PUBLICATIONS—Dalton (Chairman), Booth, Couch, Dewar, Gilbert, Lail, Roberts and a student representative.

REGISTRATION—Yager (Chairman), Bellamy, Ellington, E. Oakes, Negley, Smith.

SPIRITUAL LIFE—Simpson (Chairman), Bellamy, Gaines, Kinkaid, Trogdon, and a student representative.

STUDENT ACTIVITIES AND ORGANIZATIONS—Hyams (Chairman), Booth, Callaham, Couch, Dalton, Jardine, Kenyon, Williams and a student representative.

STUDENT AID—Gilbert (Chairman), Bellamy, Hulsey, Hyams, Jardine, N. Oakes, Shott.

STUDENT HONORS—Wicht (Chairman), Jackson, Kinkaid, E. Oakes, Pearce and a student representative.

TEACHER EDUCATION—Sharp (Chairman), Bellamy, Couch, Lail, N. Oakes, Roughhead, Shott, Woody, Woolfolk, and a student representative.

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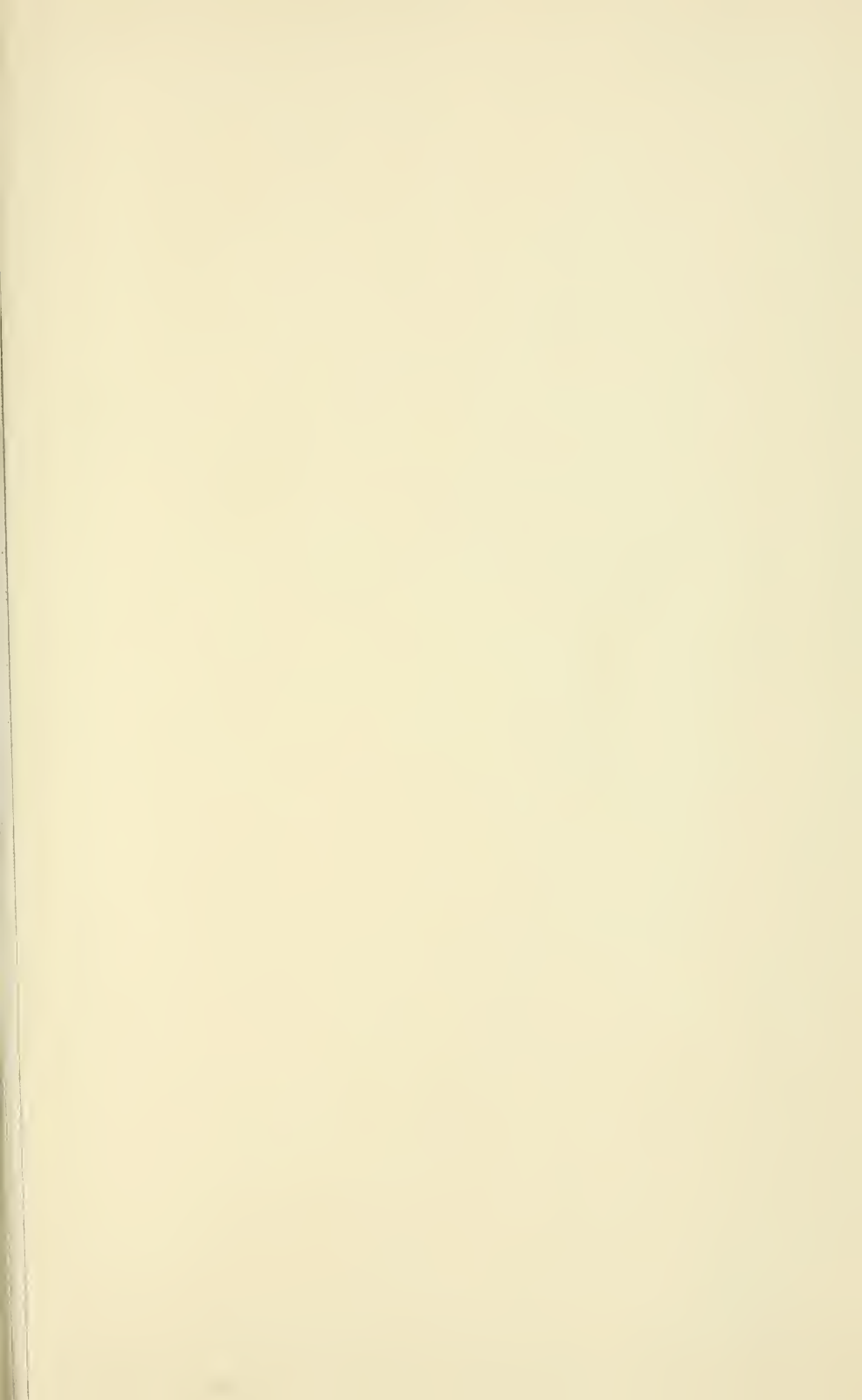
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